

Pre-presentation Checklist



Confirm date & time with the client at least ONE week before the scheduled presentation day.



Confirm location, room, parking pass and directions 48 hours before presentation.



Arrange how the client will be greeted on campus (team? EL Coordinator?) Give a cell # in case.



Ensure a printed copy of the presentation for each of the clients present.



Have a “nice” printed copy of the report (if applicable) for the client on presentation day.



Ensure presentation and report is clear and easy to read and free of spelling errors.



Rehearse your presentation as a group at least once before presenting to the client.