

Presentation day Checklist



Send a message to the client saying that you are looking forward to their visit, add cell # again.



Ensure all relevant documents have been printed and are ready to go.



Arrive at least 15 minutes early to the location of the presentation. Be dressed professionally!



Set-up presentation early and have it visible when client arrives (if possible). Have a back-up on a USB stick, in case.



Greet the client with a smile and firm handshake.



Hand the client the presentation copy, report and other related documents.



Be enthusiastic in your presentation!
Make sure to prepare for a Q&A session.