



P R E S E N T A T I O N D A Y C H E C K L I S T

- Schedule of presentations set

- Guests/audience know when/where to attend

- Guest/audience materials duplicated

- Room arranged for presenters and audience

- Equipment/student materials in place

- Equipment tested (and tech support on stand-by)

- Teacher's materials in place

- Audience role explained

- Timekeeping device ready