



## 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