Presentation Checklist

Images

☐ Slides should contain one professional image
☐ Images should be original digital photographs and not Clip Art
☐ Image should clearly communicate our idea

Music

☐ Use music as a background for the presentation
☐ Use melodies without words to avoid conflict with the verbal presentation

Text

☐ Slides do not need titles or phrases
☐ If text is needed, use short and influential phrases

Text Color

☐ Text colors should match the colors in the image
☐ Use a RGB support program to professionally color match
☐ Colors have meaning and should be used wisely

Fonts

☐ Use a font shape that matches the image
☐ Edgy fonts match images containing straight objects
☐ Smooth flowing fonts match images with curved objects
☐ Use uppercase text to proclaim information loudly
☐ Use lowercase text to discuss ideas calmly

Transitions

☐ Use KISS to create clear and concise productions
☐ Use smooth transitions between slides

Backgrounds

☐ Backgrounds should be solid
☐ Background colors are typically black or white
☐ Black backgrounds focuses attention'
☐ White backgrounds opens attention to the whole room

Verbal Presentation

☐ Have the oration typed in the Notes section of the slide
☐ Send the slide presentation to the printer with the notes page option to obtain the oratory for each slide
☐ Add your speech permanently to the show with the record narration option

Rehearsal

☐ Rehearse the presentations seven times
☐ Make changes after each rehearsal
☐ Never make last minute changes that can cause embarrassment when the slide show does not function