

Presentation Checklist

Tom Johnson | 2016

TEXT

- ☐ Other people's ideas are cited
- ☐ Text is high contrast (Easy to read)
- ☐ Text has good sized titles
- ☐ Text is left or right justified (Not centered or justified)
- ☐ Text spacing has been checked
- ☐ Spelling and Grammar is error free
- ☐ Fonts make sense for the audience
- ☐ Body fonts are standard, easy to read (e.g. Times, Calibri, Helvetica)
- ☐ Gutter space is big enough and equal on all edges
- ☐ Maximum of three different fonts are used
- ☐ Fonts use a color scheme (Maximum of 4 colors)

IMAGES

- ☐ Other people's images are cited
- ☐ Images and text line up like on a grid
- ☐ Images are not pixelated – do not grow an image more than 110%
- ☐ Images do not have a watermark on them
- ☐ Images are not stretched – made wider or taller (Especially people)
- ☐ Images add to the presentation
- ☐ Image borders have continuity
- ☐ Lines have continuity
- ☐ Backgrounds have continuity

PRESENTATION

- ☐ Transitions are simple
- ☐ Transitions are the same on each slide
- ☐ There are no more than: 3 bullets per slide – 6 words per bullet
- ☐ Videos are downloaded – not streamed from internet

BEFORE PRESENTATION

- ☐ Presentation is backed up (On two different computers is best)
- ☐ Sound volume is checked
- ☐ Display arrangement is checked: (Mirrored or not – presenter choice)
- ☐ Email and other pop-ups are turned off
- ☐ Presentation was rehearsed

PRESENTER

- ☐ Presenter did not read slides
- ☐ Presenters "thought outside the box" & did something differently
- ☐ Presentation gets audience involved

