



## Speakers Bureau Presentation Checklist

Speaker's name: \_\_\_\_\_ Date: \_\_\_\_\_

Audience/Location: \_\_\_\_\_

Presentation title: \_\_\_\_\_

Before Speaking, I . . .

- Confirmed host name, date, time, room arrangement and A/V resources.
- Printed the **Audience Feedback** sheet off the WAG website, completed the top portion, and made copies for members of the expected audience. I have pens or pencils to hand out with the forms. I also reviewed the Audience Feedback sheet to remind myself to speak clearly, etc.
- Provided "Speaker introduction" notes to the host/moderator.

After Speaking, I . . .

- Thanked the audience and host(s)
- Told the audience the purpose of the WAG Audience Feedback form.
- Passed out the Audience Feedback form and read aloud the following:
  - We collect audience feedback so we can refine our presentations.
  - Your input will be appreciated. Please circle a number after each statement to indicate your rating for my presentation.
  - After you complete the form, please hand it to the host or place it on the table as you exit the room. Thank you.
- Collected the forms.

\_\_\_\_\_  
Signature of Speaker

\_\_\_\_\_  
Date

*Attach this signed document to the completed Audience Feedback forms you give to the Speakers Bureau Coordinator following your presentation.*