

Presenter Preparation Checklist

Presenter Name: _____

Phone _____

Email _____

Website _____

Presentation Date: _____

Title: _____

CHAMPION ACTIONS

- Get Verbal or email date and topic agreement
- Confirmation Email Sent (*Details for Presenters.pdf* on www.lpnet.org)
- Heads-up contact made 7 – 10 days before presentation date
- Review *Champion duties.pdf* file on www.lpnet.org website
- Champion will make and bring copies (if presenter requests it)
- Create backup file on thumb drive or CD

PRESENTER ACTIONS

- Confirmation Email Acknowledged
- Bio / introduction received
- PowerPoint or PDF received
- Handouts and supporting materials received

CLARIFY WITH PRESENTER

- Who will bring handouts? (75 copies recommended)
- Are you bringing your own laptop? (We have one available)
- If using our laptop, will you send presentation ahead so it can be loaded on our laptop?
- Can we upload your presentation in pdf format to the lpnet.org website for members to view later?
- Can we record the presentation so members can listen later?
- Promotional Policy – Maximum of one promotional PowerPoint slide (basic contact information & services offered). Show / advertise your expertise by presenting valuable information.
 - Business cards, brochures, and books for sale will be at back of room at end of presentation
 - Note: Business cards seem to go fast and many past presenters have run out.