

CHECKLIST

PREPRODUCTION

*Approximately 6 hours**

- View other presentations to determine what makes them great.
- Determine what software you have access to and how the presentation will be viewed.
- Determine how the presentation will be evaluated.
- Choose the best subject, and begin planning.
- Research your topic. Find support music,
- Write a detailed outline.
- Divide jobs among members of your group.

PRODUCTION

*Approximately 3 hours**

- Assemble audio, video, images, and text into a slide.
- Incorporate Engagement Tactics.
- Review the order of your slides in a way that fits your presentation goals.

POSTPRODUCTION

*Approximately 3 hours**

- Consider the pace, continuity, and purpose of each slide in your presentation.
- Practice your presenting. Video record yourself, and improve trouble areas.

PRESENTATION

Length of Finished Product

- Share your presentation and get comments from your audience. Evaluate on the basis of how well it achieved its purpose.

RESOURCES

PRESENTATION BASICS

For more information on creating a presentation, check out the following:

- How to Design A PowerPoint(<http://bit.ly/Nh8aSl>)
- How to Avoid Death By PowerPoint (<http://bit.ly/TByU3b>)
- Tips for Designing Presentations (<http://bit.ly/1lsrJFn>)
- How to Create Engaging Presentations (<http://bit.ly/1tTaa1q>)

**Times based on 15 minute presentation.*

BEGINNING YOUR PROJECT

TYPE OF PROJECT: Identify the type of presentation you will create (information dissemination, instructional session, etc.)

EQUIPMENT: Identify the software you have access to. What will it take to use this material during your presentation?

TOPIC: Briefly describe the subject of your presentation and a working title.

LENGTH: Approximately how long will your presentation be?

AUDIENCE: Describe your target audience.

PURPOSE: Is the main purpose of your presentation to inform, entertain, or to persuade? Explain.

OUTLINE: Briefly describe each major part of your presentation

RESEARCH: What kinds of information will you need to gather? Where will you get this information?

IMAGES & SOUND: What key images, visual effects, music, or sound effects do you want to include?

ENGAGEMENT: How will you grab viewers' interest at the beginning? What will you do to keep your audience engaged? How will you wrap up your presentation? What is the audience take away?

LOCATION: Where will you present your finished product? What will it take to make it work?

SCHEDULE

DAY 1:

DAY 2:

DAY 3:

DAY 4:

DAY 5:

DAY 6:

DAY 7:

DAY 8:

DAY 9:

DAY 10:
