



## 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.

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Signature of Speaker

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Date

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