

5-Minute Presentation Planner

Presentation Title

Location

Date and Time

Who is the audience and what are their needs?

What is the overall goal of my presentation?

What are the three main supporting points I want to make?

- 1.
- 2.
- 3.

What do I want the audience to do as a result of my presentation?

How many people will be in the room?

What equipment and materials will I need?

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Handouts | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Chart pad and markers | <input type="checkbox"/> Speakers |
| <input type="checkbox"/> Computer | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Other |

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Notes