



# HOW TO PREPARE FOR YOUR SPEAKING ENGAGEMENT

## CHECKLIST

- Schedule speaking date on your calendar
- Create a speaker folder containing:
  - Time, location, contact information
  - Length & title of talk
  - Email correspondence
  - Event flyer
- 1 month prior:
  - Site visit (if necessary)
- Prepare/practice your speech
- 1 week before:
  - Check your speaking outfit (dry clean and shine shoes)
  - Touch base with contact
- 3 days before:
  - Grooming (hair cut, nails)
- 2 days before:
  - Call contact for final attendee count
- 1 day before:
  - Create your handouts
  - Create speaker introduction
  - Continue to practice speech
  - Prepare your speaker tote or briefcase
  - Print directions
  - Check car for gas
  - Clean car if needed
  - Get plenty of sleep
- Day of:
  - Arrive 30 minutes early
  - Select your seat
  - Prepare the stage
  - Find the person who is going to introduce you and review your speaker introduction with them
  - Greet people
  - Relax
  - Deliver a powerful speech