# **VIRTUAL PREP SHEET**

NAME: MEETING NAME:	DATE:
"The purpose (or objective/missio	on/goal) of my presentation today is to
	·
"If you remember only one (two, t remember this	three) point(s) from this presentation,
	,
"The agenda for this presentation seconds.)	includes (This must be brief, less than 30
"The situation is as follows" OR '	'We are positioned as follows
	,
"The end result (consequence/rar	nification/benefit) is
	,
"The next step(s) is to	
	.,
End the presentation with a purporemembering one important point	ose statement: "I'd like you to leave here
	,

## CONTENT

1)	What topics will I cover and in what sequence, considering "Most important first"?
2)	How deep do I need to go with each topic?

- 3) How much time for discussion or Q&A?
- 4) What resources can I use to prepare?

## **DELIVERY**

Method?

What tools are available?

Can I manage the tools alone, or do I need assistance?

Who will fill the role of producer?

Who will provide tech support?

Who else should be involved in the presentation? What role?

Name: Role: Assignment: Name: Role: Assignment:

### TO DO

- Complete the Sequencing Chart
- Get participant list, locations and local times
- Send a copy of the meeting agenda to all participants
- Send meeting expectations and info regarding anything they need to prepare or think about

### **FOLLOW-UP**

- Who will be responsible for coordinating follow-up?
- · Provide summary of presentation, support material, web links and contact information
- Send presentation evaluations