



# Group Presentation Checklist

Location: \_\_\_\_\_ Room: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ #ppl \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type/Title of presentation: \_\_\_\_\_

Objective: \_\_\_\_\_

3 Points: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Business Goal: \_\_\_\_\_

## Checklist and Plan:

\_\_\_\_ Presentation Outline/Handouts (My name and @Fit-X e-mail on them.)

\_\_\_\_ Brochures (PT w/ bio and fee schedule)

\_\_\_\_ Props

\_\_\_\_ Appointment Book and/or Clipboard

\_\_\_\_ Pens

\_\_\_\_ Nametags (any blank label)

\_\_\_\_ Prizes

\_\_\_\_ Drawing Slips

\_\_\_\_ Drawing Basket

\_\_\_\_ Resource Materials

\_\_\_\_ Sign-In Sheet with place to capture e-mail

\_\_\_\_ Waivers (if needed for activity session)

\_\_\_\_ Surveys

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Announcements to make:

My next presentation \_\_\_\_\_

Classes I teach \_\_\_\_\_

Site Events/Scheduling Changes \_\_\_\_\_

\_\_\_\_ Thank You Notes Sent

\_\_\_\_ **FOLLOW-UP MARKETING**

Directions to the site:     
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