

Presentation Planning Worksheet

Instructions: Use this resource to assist you with planning your session content.

Topic:		Room Setup: All Rooms will be setup in theatre style unless otherwise noted.	
Date:	Start Time/End Time:	Location:	
Purpose/Description:			
Learning Objectives: The concepts my audience needs to understand, learn or do are...			
1. 2. 3.			
The best organization method for this information is: <input type="checkbox"/> Chronological <input type="checkbox"/> Spatial <input type="checkbox"/> Cause & Effect <input type="checkbox"/> Problem & Solution <input type="checkbox"/> Topical <input type="checkbox"/> Other			
Opening (<i>Fascinating fact, Quote, Story, Humor, Statistic, Question, Other</i>)		Enhancements Audiovisuals/Interaction/ Discussion Points/ Graphics	
Point One		Enhancements Audiovisuals / Interaction Graphics / Stories Keywords for Notes:	

Point Two	<p>Enhancements Audiovisuals / Interaction / Discussion Points / Graphics / Stories</p> <p>Keywords for Notes:</p>
Point Three	<p>Enhancements: Audiovisuals / Interaction / Discussion Points / Graphics / Stories</p> <p>Keywords for Notes:</p>
Review and Restate	<p>Enhancements Audiovisuals / Interaction / Discussion Points / Graphics / Stories</p> <p>Keywords for Notes:</p>
First Closing	<p>Enhancements Audiovisuals / Interaction / Discussion Points / Graphics / Stories</p> <p>Keywords for Notes:</p>
Potential Questions and Answers	
Second Closing	<p>Enhancements Audiovisuals / Interaction / Discussion Points / Graphics / Stories</p> <p>Keywords for Notes:</p>