

Speaker Travel and Readiness Checklist

Prepare access, materials, appearance, and energy before the day of delivery.

Event / date / arrival time / delivery time

Travel, timing, and access

- ☐ Confirm the address, route, parking, entry requirements, and room location.
- ☐ Allow travel and setup time, including a realistic margin for delays.
- ☐ Confirm the organizer, onsite contact, and a way to reach each person.
- ☐ Check travel arrangements, weather, and an alternative route or plan.
- ☐ Know when the room is available and when sound or technology can be tested.

Materials and backups

- ☐ Pack notes, run sheet, handouts, and materials needed for audience activities.
- ☐ Bring the presentation, adapters, charger, clicker, and any essential equipment.
- ☐ Keep a local copy and a second accessible backup of essential files.
- ☐ Prepare a useful version that can be delivered without the slide deck.
- ☐ Carry essential presentation materials where you can access them.

Onsite contact / phone / access instructions

Travel or access contingency

Discuss coaching or speaking inquiries for your next important presentation or event.

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Appearance, Energy, and Final Readiness

Make readiness serve the audience and the purpose of the event.

Personal readiness

- ☐ Choose clothing appropriate to the audience, setting, and work you will do.
- ☐ Check fit, comfort, appearance, movement, and microphone placement.
- ☐ Plan rest, hydration, meals, and breaks around your delivery time.
- ☐ Protect time and attention for preparation rather than arriving rushed.
- ☐ Adapt readiness choices to your body, needs, and circumstances.

Before taking the floor

- ☐ Confirm the audience, desired result, time available, and introduction.
- ☐ Review the opening, audience roadmap, and purposeful close.
- ☐ Check that essential materials and backups are available.
- ☐ Use Breathe, Plant, Lead, Serve before your first useful sentence.
- ☐ Choose the next useful action if travel, timing, or conditions change.

My final readiness check / one item to resolve

My first useful sentence and service cue

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