Speaker Travel and Readiness Checklist

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

For a scheduled event, confirm these details with the organizer or venue. For practice, use your rehearsal space and note what you would need to confirm for an event.

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 another way to explain an important visual, or plan to pause if people must see it and no readable backup is available.
- ☐ Carry essential presentation materials where you can access them.

Onsite contact / phone / access instructions

Travel or access contingency

SPEAKER TRAVEL AND READINESS CHECKLIST CONTINUED

Appearance, Energy, and Final Readiness

Prepare your clothing, materials, and time for rest so you can give your attention to the audience.

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 your preparation to your body, needs, and circumstances.

Before taking the floor

- ☐ Confirm the audience, desired result, time available, and introduction.
- ☐ Review the opening, main points, and ending.
- ☐ Check that essential materials and backups are available.
- ☐ Use Breathe, Plant, Lead, Serve before your opening sentence.
- ☐ Decide what to do next if travel, timing, or conditions change.

My final readiness check / one item to resolve

My opening sentence and service cue