CHECKLIST
POL/PRESENTATIONS

Public Product

☐ Schedule of presentations set

☐ Guests/audience know when/where to attend

☐ Guest/audience materials duplicated

☐ Room arranged for presenters and audience

☐ Equipment / student materials in place

☐ Equipment tested (and tech support on stand-by)

☐ Teacher's materials in place

☐ Timekeeping device ready

☐ …………………………………………..

☐ …………………………………………..

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