

Fort Worth ISD Board of Education

PRESENTER

CHECKLIST



Fort Worth
INDEPENDENT SCHOOL DISTRICT

1 Content

- Select a widescreen FWISD PowerPoint template available at <https://www.fwisd.org/templates>
- Spell Check & Grammar Consistency
- Readable graphics, charts, and other artwork
- Use consistent coloring in charts & graphics
- Use consistent font and sizing
- Use spacing between paragraphs
- Use slide numbers

2 Presenter

- Prepare speaking notes
- Practice and get feedback on both your presentation content and your presentation style
- Adjust as needed based on feedback

3 Logistics

- Test the formatting by loading the presentation on a projector and viewing from a distance to ensure that all content is readable
- Save a digital version of presentation on a USB (portable hard drive)

4 Presentation

- Arrive at least **30 minutes** prior to the Board Meeting to ensure that the presentation file is loaded on the presentation equipment
- Bring a printed version of slides with speaker notes for each presenter
- Test the wireless presentation remote and ensure that each presenter knows how to use the remote
- Prepare a hard copy of the presentation for each Board Member and Superintendent (at least 12 color copies)

Board Meeting Presentation Requirements

- ✓ Submit a digital version of the presentation to **Barbara Griffith** and **Erica Weaver** no later than **noon on the day of the presentation**.
The Branding Coordinator will review and make suggestions to improve the visual impact, layout and readability.
- ✓ Submit hard copies of the presentation to **Barbara Griffith**.