

JVF Solutions Pre-Speech Checklist



Part of the reason even experienced speakers feel a bit nervous before a speech is that there is a lot that must be done before you walk on stage. Use this checklist to make sure you don't forget anything to do before your talk:

[✓]	Item:
<input type="checkbox"/>	1: Practice Your Speech: For speeches under 20 minutes (and Toastmasters speeches), try practicing the entire speech at least three times. For longer talks, practice it in pieces and practice the parts that you struggle with several times.
<input type="checkbox"/>	2: Check Your Facts: Make sure you do your due diligence on information, facts, quotes or stories that do not come from your own work or experience. Don't make the mistake many speakers make with a study of the Yale Class of 1953 .
<input type="checkbox"/>	3: Prepare Your Clothes: An hour before you need to leave your home is a horrible time to realize that you have nothing appropriate to wear for your talk. Give yourself at least a couple days to make sure you have something that fits properly, is in style and clean. If you're not sure how to dress, check out this article .
<input type="checkbox"/>	4: Confirm Your Speech Logistics: You'll want to confirm the date and time as well as details including when to arrive, check-in procedures and any other requests. It only takes a few minutes but it can save you a lot of trouble.
<input type="checkbox"/>	5: Confirm Your Travel Arrangements: If you're traveling far, make sure that there are no issues with your lodging or transportation. If you're driving, make sure you have directions, money for tolls & parking and that you allow enough time to get there.
<input type="checkbox"/>	6: Print Your Speech Introduction: I highly recommend bringing at least two copies of your speech introduction with you. Yes, you can email it ahead of time but you run the risk of the person misplacing or forgetting it. Why two copies? It's possible that the person introducing you might lose it between when you gave it to them and when it's time to introduce you.
<input type="checkbox"/>	7: Pack Your Props, Handouts & Equipment: You went through all the trouble of creating handouts and working props into your talk so it would be a shame if you left them at home. Make sure everything is packed together including laptops, projectors, extra bulbs , etc.... It's best to fit it all in one package (such as a carry-on or small suitcase) so there's less to forget or leave behind.
<input type="checkbox"/>	8: Scout The Room: If you're familiar with the room and its setup, then you can skip this step. Otherwise, you'll want to check out the room ahead of time to make sure you know the layout and can plan your speech accordingly.
<input type="checkbox"/>	9: Visit The Restroom: If possible, visit the restroom between and 15 and 30 minutes prior to your speech, you should. You don't want to have any additional discomfort while giving your speech and it's a good chance to give yourself a final once over to make sure that you look okay.
<input type="checkbox"/>	10: Do Your Relaxation Techniques: Right before it's time for me to go, I take a deep breath and quickly imagine myself being a success with my talk. Depending on your own situation, you might want to listen to music, stretch, do breathing exercises or do whatever relaxation routine that you have.