SPEAK LISTEN BE WELL

904

Prepare

Whether you're a professional speaker delivering on stage to thousands, going in to your local school to deliver a talk to a class of children, or giving a presentation of motivational team talk at work, it is crucial to prepare.

Over the years, I have become obsessive about this kind of prep, because I have experienced the stress that can result when I arrive at a venue and they have no audio, or someone else's slides, or the wrong leads, or no comfort monitor or no mic, or massive background noise… the list is endless.

So, check everything!

- Audience - size and composition; likely intentions, appropriate dress
- Venue - exact address, entry requirements, acoustics, any background noise, sound system, tech, stage set or speaking area
- Schedule - timings for tech check (well in advance), doors open, end of session
- Process - any introduction, where to come on from and go off to, off/ backstage facilities, , other speakers
- People - local contact with mobile phone number, AV crew, introducer (check script)