## Presentation brief

As a presenter's improvisational confidence increases, they may overlook important planning details as they trust their ability to overcome challenges in the moment. While this is a terrific skill, a reminder of who and what the presentation is for is still useful to review. This can help prevent unnecessary mishaps and smooth out the end performance.

Who is the audience? Describe them in detail.			How large is the audience?
When is the	How much time do you	Where is the	How will you deliver the
presentation?	need to prepare?	presentation?	presentation?
Why is this presentation important? What happens if it goes well? What happens if it goes poorly?			Is this a routine or one-time only?
Wha	at are the key messages that yo	u want your audience to take	away?
What will the audience hope to take away?		What do you want the audi	ence to do when you are done?
Did your host give you	any specific instructions?	What else do you	need to remember?

