

# YOUR PRE-SPEECH CHECKLIST

## Overview:

Complete this checklist at every speech. For details about each item, see <https://speakerscareer.com/members/blueprint/m7/at-event-checklist/>

- ☐ Check in with client
- ☐ Mic-check
- ☐ Stage & lighting check
- ☐ Powerpoint/Video setup
- ☐ Walk the room
- ☐ Plant stage props & materials
- ☐ Interact with a few audience members
- ☐ Setup your back-of-the-room sales area
- ☐ 2nd client check-in (3 questions)
- ☐ Meet & coach your introducer
- ☐ Stay out of the way (pre-sign books)
- ☐ Pre-speech ritual



The SpeakerCareer.com Business Blueprint  
Module 7 Lesson 1 Action Guide

**What to do at  
events before you  
take the stage!**