



PRESENTATION CHECKLIST

Using this handy checklist, gather all of your presentation materials the night before — and in between presentations, store all of your materials together so you have a ready-made “grab and go” presentation kit. A fold-up garden cart is a perfect way to easily transport these items.

- **Your presentation in two formats**

- On a thumb drive
- On a backup in email, the cloud, or accessible on the internet

- **All audience handouts**

- Compost/Mel's Mix™
- 8 steps, 10 basics
- Branded note taking sheet
- Other _____

- **Email signup sheet**

- At least 5 printed copies

- **Visual aids**

- Mock-up SFG gardens
- 1' x 1' box
- Jars and plastic Ziploc baggies of Mel's Mix™ & ingredients
- Pre-fab set up with fake veggies
- Other _____

- **Technology**

- Laptop
- Power cables and cords
- Adapters
- Batteries
- Portable screen if needed

- **Book selling materials (See *Book Selling Table Checklist for full suggestions*)**

- Books
- Credit card reader & cash box with change
- Personal information for those looking for more information about you

