



# ATHLETE PRESENTER'S CHECKLIST

The concept behind the Athlete Presenter's Checklist is to ensure both athletes and organizations are aware of roles, responsibilities and expectations when utilizing athletes as presenters at events. Use the checklist to ensure you are fully equipped for your next presentation.

- What type of presentation is it??**  
*Motivational Speech, Question & Answer Session, Informational Speech, Panel Discussion Autograph Signing, Key Note Address etc.*
- What is the message or theme of the presentation and the overall event?**  
*Being a Leader, Overcoming Obstacles, Achieving Success, Teamwork etc.*
- Who is the audience and how many people can you expect to be speaking to?**  
*High Performance Athletes, Business People, Children, Coaches, Parents?*
- How long will the presentation be?**  
*What are the expectations? Do you feel comfortable speaking for long periods of time?*
- Where will the presentation take place?**  
*Can they provide you with directions? How long will it take you to get there?*
- When will the presentation take place?**  
*What time are you required to be there? Do you need to stay for the whole event?*
- What type of room will the presentation take place?**  
*Meeting Room, Gymnasium, Conference Centre, Hall, Lecture Theatre, Inside, Outside etc.*
- What audiovisual and sound equipment will be used or is available?**  
*Microphone, Projector, Video, Slideshow, Music etc.*
- What should be worn to the presentation or event?**  
*Formal or Informal, Will media or sponsors be present?*
- Are there sponsorship issues to take into consideration?**  
*Which sponsors are involved? Are visible logos or branding allowed?*
- What else is happening at the presentation or event?**  
*Are other people speaking? Where does this fit within the program or agenda?*
- Is it appropriate to use this opportunity to seek sponsorship or financial support?**  
*Can I circulate my information or business cards?*

For more information contact BC Athlete Voice at [info@bcathletevoice.ca](mailto:info@bcathletevoice.ca) or on 604-333-3660