

## 6 Practical Presentation Must-Haves

Most seamless, well-structured speeches are backed by carefully-drawn blueprints. Here are six practical must-haves to make sure your next presentation is a success.

1. **Stellar Content.** The actual content of your speech is most important. Prayerfully pull together powerful content that engages your audience and has a clear call to action.
2. **Sufficient Notes.** Over time, you'll learn what works for you. Maybe it's an outline on an iPad, key points and quotes on index cards, or a printed script of the whole speech. The important thing is to stay on point and on time.
3. **Sturdy Podium.** Check ahead and request an actual podium versus a wobbly music stand. Too often Bible and notes slide off the skinny edge, or they start shrinking when you accidentally lean on them! It's great if the podium's not too boxy so your audience can see more than just your head and shoulders.
4. **Solo Microphone.** The best microphones are lavalier or earset mics, so your volume is consistent as you move your head, and you can walk around to relate more closely with your audience. That way your hands are free, and you don't have to stick close to the podium.
5. **Supply of Water.** It may be rare to need water, but it's wise to have if your mouth gets dry or you get a tickle in your throat.
6. **Sense of Humor.** The best laid plans can run amuck, so if something weird happens or you lose your place—brush it off with a funny comment. Being human will endear you to your listeners.

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“*Being a well-prepared speaker is a gift to your audience. You honor them by imparting truth and valuing their time.*” –Lisa Hosler

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### Sample Notes

I print my notes on 8 1/2 by 11" paper in 22-point font. I keep phrases on one line and end sentences to the right, so I can glance at my notes instead of reading left to right. I use a 2 1/2" margin at the bottom, so I don't have to look down too far. I want to keep my head up for maximum eye contact.

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