

POWERPOINT PRE-SHOW CHECKLIST

1. Verify all show files/**presentations** on computer
2. Verify all needed fonts installed on computer
3. Test any linked **multimedia** elements (movie, audio, etc.) are on computer
4. Turn off **SCREEN SAVER**
5. Set computer **resolution** to projector's native resolution
6. Check auto **POWER OPTIONS**:
 - Turn off monitor, turn off hard disk, system standby all = NEVER
7. Turn off **POP UP MENU** (tools >> options >> general tab) - unless specifically needed
8. Verify '**USE HARDWARE ACCELERATION**' is turned on (PPT XP or higher)
9. If using laptop, verify running on **AC**, not battery
10. If presentation does not have sound, **MUTE** computer
11. Turn off **auto virus scans** and any computer maintenance features
12. Turn off **wireless network adaptor** if not using internet during presentation
13. Quit out of all **other applications**
14. Check computer **output** is seen through projector
15. Check **position, size and color** of projected image
16. If presentation has movies, **run and verify** they are seen through projector
17. If presentation has sound elements, run and check **volume level** through stage speakers
18. Tape **power strip** on/off switches ON, to prevent accidental loss of power
19. Test speaker cue light / **remote** slide advancer / etc.
20. Verify podium has your **notes, laser pointer, reading light, etc.** before session begins