

GRADUATION PROJECT PRESENTATION CHECKLIST

You are almost finished with your Graduation Project journey! On this countdown to Presentation Day, please take a few minutes to consider all the last minute details before your assigned time to present before the panel of judges. Double checking all the details will make this time stress-free for you. Study the following list, check off the items, and complete any necessary last minute tasks.

THE PORTFOLIO

- Double check the portfolio checklist
- Have you included neat, clean copies of all required items?
- Are the pages in order according to the portfolio's table of contents?
- Are the pages clearly numbered?
- Is your binder cover page attractively titled and designed with your name included?
- Have you included any items beyond the basic requirements? If so, are they neat, complete, and included in your table of contents?
- Do you have your portfolio to take to the presentation room?

THE PRODUCT

- Is your trifold project board neat and attractively designed?
- Is your name clearly printed on the back of the trifold?
- Are your copies of the Essential Question ready for distribution to the judges?
- Is your product itself ready to transport to school?
- Is your scrapbook or photo album neat, eye-catching, and ready for viewing?
- Are your photos in order? Is your name on the scrapbook/album?

THE PRESENTATION

- Do you know your room assignment and time for presentation?
- Have you practiced your speech enough so that you are not reading it but are able to look up and make eye contact with the judges?
- Have you practiced varying your tone, using natural hand gestures, and sounding enthusiastic?
- Have you practiced avoiding slang?
- Are your note cards numbered and are important words or phrases highlighted?
- If you are giving the judges any handouts, are they ready?
- Do you have a plan for weaving into your speech your trifold, your actual product, your photo album, and any additional media?
- Have you practiced answering questions?
- If you are using equipment from home, have you tried it out in your assigned room and know where the outlets and tables are and what else you might need?
- Are the clothes you have decided to wear clean, pressed, and ready?
- If you work, have you reminded your employer about your upcoming presentation and asked off from work on the night before and day of your presentation?
- Can you think of anything else you can do to have the best possible Graduation Project Presentation? If not, Congratulations! If yes, complete it.

GOOD LUCK!!