

Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## PRESENTATION DEVELOPMENT CHECKLIST

**Directions:** Use the checklist to track the progress of your multimedia presentation.

| Step | ✓ | Procedure  |
|------|---|--|
| 1.   |   | Determine the Purpose                                |
| 2.   |   | Identify the Target Audience                         |
| 3.   |   | Storyboard the Content                               |
| 4.   |   | Select a design                                      |
| 5.   |   | Edit the Master Slide                                |
| 6.   |   | Enter the Content                                    |
| 7.   |   | Add and Format Graphics, Audio, and Video (optional) |
| 8.   |   | Add Animations and Transitions (optional)            |
| 9.   |   | Practice   |
| 10.  |   | Revise as needed                                     |