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| Graphic | | BUNJAPPY TOURISM GROUPDigital presentation checklist Trade Show dates:  Location:  Task assigned to:  Testing:  Completion date:  Presentation number: | | | |
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|  | 1. Purpose Is the purpose of the presentation achieved and its message voiced in appropriate language and/or visuals? | |  |  | 7. Colour contrast There is a high contrast between background color and text color. |
|  | 2. Fonts The presentation uses a font style that the audience can read from a distance and is common. A simple font style, such as Arial or Calibri, helps to get a message across. Avoid very thin or decorative fonts that might impair readability, especially at small sizes.  Never use font sizes less than 18 points – the font must be able to be read from a distance. | |  |  | 8. Colours Colours used in the slides complement each other. Check this site for further clarification:  [Colours in PowerPoint – Mistakes to Avoid](https://support.microsoft.com/en-us/office/combining-colors-in-powerpoint-mistakes-to-avoid-555e1689-85a7-4b2e-aa89-db5270528852) |
|  | 3. Text Keep text simple and minimize the amount of text on each slide.  Use bullets or short sentences. Try to keep each to one line; avoid text wrapping. | |  |  | 9. Spelling and Grammar Always review the spelling and grammar in the presentation. It must be correct to earn and maintain the respect and attention of the audience. |
|  | 4. Use images Use images to help convey the core message. Let images help tell the story. Don't overwhelm the audience by adding too many graphics to a slide, no more than three per slide. | |  |  | 10. Don’t assume the presentation will work on all computers To ensure all files are accounted for when the presentation is copied them to a USB drive refer to the website [Package a presentation for CD or USB flash drive](https://support.microsoft.com/en-us/office/package-a-presentation-for-cd-or-usb-flash-drive-ac1ae03e-c5f2-4a0d-8bcb-3c48741117c9). |
|  | 5.  Labels for charts and graphs  Make labels for charts and graphs understandable. Use only enough text to make labels in a chart or graph understandable. | |  |  | 11. Test the presentation before submission Check and then recheck the presentation. Try it across different computers if possible. Check that in all circumstances it is running smoothly. |
|  | 6.  Slide backgrounds and layouts Ensure slide backgrounds and layouts are subtle and consistent throughout the presentation. Use a consistent template or theme that is not too eye-catching. The background or design must not detract from the presentation’s message. | |  |  | 12. Use a test audience Ask a few people to be a test audience and run the presentations for them. Monitor the audience's behavior. If you observe people focusing on the slides, the slides may contain too much data or be confusing or distracting in some other way. Ask the audience for their suggestions on how the presentations could be improved. Use the information you learn to improve the final presentations. |
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