

## Client Presentation Checklist

- **Cover page**
  - **descriptive title with key words**
  - **brief declarative subtitle**
  - **two paragraphs of background text which sets up topic / focus (issue, problem / solution, results) for the presentation**
  - **list of four topics which define presentation narrative**
- **Four topic pages**
  - **one image - either simple chart /graph or appropriate graphic / visual image**
  - ***no more than four complete sentence talking points.***
- **Reference page - APA style to document sources cited in the presentation**