

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