

COMMUNICATION PLANNER

CREATIVE GRAB (optional):

- Question/s
- Audience action
- Scenario/story
- Surprising fact

HOUSEKEEPING:

- Introductions
- When Q & A
- Leave behind document
- Presentation length

SUBJECT:

What it is & why audience should listen

AGENDA:

General areas to be covered

| | | | |
|---|--|--|--|
| 6 | | | |
| 7 | | | |
| 1 | | | |
| 3 | | | |

BODY:

Info relating to agenda area

| | | | |
|---|--|--|--|
| 4 | | | |
|---|--|--|--|

SUMMARY:

The key point from each body area

| | | | |
|---|--|--|--|
| 5 | | | |
| 2 | | | |

CONCLUSION:

The main point plus next step/s