The presentation editor's

CHECKLIST

Presentation: Date:

Item	Good to go	Needs work
Information is organized appropriately throughout the presentation (the storyboard is good)		
Context provided is sufficient and supports comprehension		
The amount of information provides clarity and does not muddy content with excessive detail		
There is conscious and consistent alignment of shapes, text containers, and use of white space		
Choice of quantitative display for quantitative information is appropriate		
Design choices are consistent and with meaningful variety		
The layout of each slide is logical and intentionally supporting a hierarchy of importance		
Information is cleanly indexed or encoded to help the viewer navigate, where appropriate		
The use of the design emphasis is not overdone (nor underutilized) to highlight key points		
There are thoughtful color choices with an applied palette of main and accent color selections		
A GPS review has been done (grammar, punctuation, and spelling)		
Adequate time was allotted to the design of this presentation; the presentation looks "clean"		
Other:		
Overall:		

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For more information on how to use this
checklist, visit creativeslideware.com