

# Multimedia Presentation Checklist

## **Planning**

- Has the topic been selected?
- Have you defined the content?
- Has each group member been assigned a task?
- Has a storyboard been developed?
- Have you determined which tools you need to complete the task?
- Has each page been designed and numbered?
- Have all buttons been defined as to which page they go to or which action they perform?
- Are all project-related graphics, movies, animations, and sound clips located in one folder?

## **Content**

- Is the content clear?
- Does the presentation prove a point, explain something, or answer a question?
- Does the design of the presentation support the content?
- Do the presentation design and content address the audience?
- Is there a table of contents page?
- Are all references cited on a bibliography or reference page?
- Is there an “about the author(s)” page?
- Does each page include a way to leave the presentation?

## **Design**

- Is the navigation clear and user-friendly?
- Are the fonts used in text items consistent?
- Are the fonts used in titles consistent?
- Is there a good contrast between text color and background color?
- Are three or fewer different types of transitions used?
- Are navigation buttons at the same place on each page?
- Is the background consistent across pages where appropriate?
- Are the sounds used appropriate to the content?
- Is the text free of spelling, grammar, and punctuation errors?
- Are the graphics clear?
- Are the animations complimentary to the presentation content?
- Is the presentation interactive and interesting to use?

## **Presentation**

- Are all the tools for the presentation set up?
- Have you rehearsed the presentation?
- Do you know about how long the presentation lasts?