

YOUR AWARD PRESENTATION CHECKLIST



You have a matter of minutes until the judges make up their minds... use them wisely if you really want to win!

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For professional help with your awards presentation contact hello@augustawards.com

1

PLAN YOUR PRESENTATION

Time

How long do you have to present to the judges and how long do you have for Q&A?

People

Who will be on your presentation team and what is their specific responsibility?

Tools

What is your preferred presentation method and is everyone confident with it?

Scores

Is the presentation judging criteria the same as the written entry criteria?

USP

What is the main theme of your award entry and how can you make it memorable?

Remember, the judges have already read and scored your written award entry, now they want to see a presentation that builds on what they know and brings your achievements to life.



2

CHOOSE YOUR PRESENTATION TOOL

No matter what presentation tool or method you choose, your team must be comfortable and familiar with it. Awards presentations often utilise:

PowerPoint

Probably the most popular tool so consider how you can make yours stand out from the crowd - less is more when it comes to slide content.

Video

A good option if it has been made especially for the occasion, but avoid standard corporate videos if you want to score big points.

Prezi

An engaging option for confident presenters, but this doesn't use a linear format like PowerPoint so make sure it's easy for the judges to follow and score against the criteria.

Independent Speech

An effective method if well rehearsed and your team can confidently deliver all the important details with passion, purpose, and persuasion.



3

SELECT A PRESENTATION TEAM

To give your team the very best chance of success at your presentation, you will need to carefully consider all of the following aspects before selecting a presentation team:

Who can deliver a presentation with **true confidence**?

Who knows about your project or initiative **better than anyone** else within your business?

Who can highlight your company's USP and bring a **personal perspective** to the presentation?

Who has the **depth of knowledge** and understanding to answer an unexpected question from the judges?

If you are nominating a **team or leader**, will they be present on the day? If not, how can you bring them to life for the judges?



4

CRAFT YOUR WINNING CONTENT

Building your presentation in a way that logically addresses the judging criteria will always help you score points. Aristotle's advice provides the perfect presentation template:

"Tell them what you are going to tell them."

Make a meaningful introduction that outlines both your story and its conclusion. Impress the judges early and they will be eager to hear more.

"Tell them."

Make equal effort for every part of the judging criteria and highlight your most important points, explaining your objectives, the actions you have taken, and the results, all within a compelling story framework.

"Then tell them what you told them."

Reiterate your biggest results and your ultimate achievements. Identify what makes your business/team/leader the hero of the hour, and finish with a passionate conclusion that brings your story to a rewarding and happy ending.



5

DELIVER WITH CONFIDENCE

People buy from people and feelings drive behaviour, so the connection your presentation makes with the judges will be invaluable. Try these tips to improve your delivery on the day:

TED

Watch as many talks as you can and write down what you find engaging or powerful and think about how YOU can use similar techniques to make a profound impression on the judges.

Team

Make a video of your team's practice presentation. Watch it back then assess how well you ran to time and decide which parts could be slowed down, sped up, or even removed.

Technology

If you're confident with your tools and technology you will be confident in your delivery. Check you have a good internet connection, any equipment that requires a full battery is charged and you know how to enter your online presentation room.

