

#### **4 Planning Slides Video Script**

Begin by thinking about how you intend to use your slides, as this will influence the type and amount of information you include. Ask yourself the following questions:

- Are the slides prompts for you, notes for attendees, or both?
- Will attendees have access to copies of the slides during or after the workshop?
- What content will you need to display? Text, images, diagrams, or a combination?

Remember to include your contact information and any social media handles somewhere (often on the first or the final slide) so participants can follow up or stay connected after the event.

There are many free tools available for creating slides, including PowerPoint, Canva, Keynote and Google Slides. If you do not already have a preferred platform, try out a few to see which one best suits your needs.