

Speaker media handover

One agreed package, one accountable owner, and a clear path for late changes.

Event: _____ Date: _____

Lead / owner: _____ Version: _____

1 Set the handover brief

- ☐ Record the session, speaker, cue ID, production contact and delivery deadline.
- ☐ Agree slide size and media specifications with the playback operator before export.
- ☐ Confirm who approves content and who can accept changes after the deadline.

2 Prepare the package

- ☐ Use clear filenames with a version or date. Identify exactly which files are approved.
- ☐ Include the deck and requested playback media; identify any embedded video or audio.
- ☐ Flag special fonts, links, animations and dependencies. Supply agreed fallbacks.

3 Make playback instructions explicit

- ☐ List the intended cue, start / stop points and any loop or hold instructions.
- ☐ Flag audio requirements, captions and accessibility needs for operator review.
- ☐ Confirm presenter control, confidence monitor needs and any live demonstration.

4 Verify receipt and sign off

- ☐ Have the operator confirm receipt and test the package on the actual playback setup.
- ☐ Resolve missing files and conflicting versions; record which package is now current.
- ☐ Route late changes through the named owner and obtain a new receipt confirmation.

Handover is complete when the operator confirms the approved package.

Open item / owner / deadline: _____

Reviewed by: _____ Time: _____