

# Survivor Speakers Checklist

for Venue/Event Organizers and Hosts

***Use this checklist to ensure survivor speakers feel safe, supported, and empowered.***

Survivors bring both the depth of their insights and the weight of their experiences.

Supporting survivors can enhance their impact and foster a deeper, more meaningful connection with their audience.



## **Quiet Space**

Provide a side room or area where the speaker can concentrate before and after their talk. Limit who can approach them while preparing to speak.



## **Water**

Provide a free glass or bottle of water to the speaker and ensure the podium or lectern has a shelf to place this during their talk.



## **Microphone**

Ensure microphone is on a stand and switched on, so the speaker does not need to hold or deal with this when preparing to speak.



## **Papers**

Ensure the speaker has access to print any speech they require.

Ensure the podium/lectern or desk/table can hold these papers comfortably.



## **Presentation / Slide Deck**

***If using a PowerPoint or slide show...***

Ensure their slides are loaded and ready to be used when the speaker approaches the podium. Review all slides before the audience arrives.

Test that the remote is working and demonstrate its functions to the speaker.

# Survivor Speakers Checklist

## for Survivor Speakers

***Use this checklist to feel safe, supported, and empowered ahead of your event.***

You are an expert, bringing both the depth of your insights and the weight of your experiences.

Your safety and wellbeing will help create a meaningful connection  
with your audience and amplify your impact.



### **Grounding**

Take whatever time you need before and after your presentation, to breathe and center yourself in a quiet space.



### **Water**

Take water with you when you go to speak.



### **Microphone**

Speak clearly to the microphone but not too close or too far.  
About your hand's width from the centre of the mic.



### **Presentation / Slide Deck**

***If using a PowerPoint or slide show...***

Confirm that the organisers have your presentation in advance and it is ready to go. Practice your talk along with the slides, at least three times.

Take a moment to test the remote, if they have one.



### **Printed Text**

Type and print your entire speech. Use larger font and mark important points you want to emphasize.

Do not rely on laptops or tablets.