**A/E/C INTERVIEW CHECKLIST**

Client:

Project:

Date and timeslot:

Allotted time:

Breakdown of time (presentation / Q&A)

Selection committee:

Interview location (online or in person)

Presenters:

Do you need a staff person to run the tech?

Presentation type:

\_\_PowerPoint Presentation

\_\_Boards

\_\_Flip Chart Discussion

\_\_No Materials Needed

\_\_Models

\_\_Handouts

**OUTLINE OF PRESENTATION**

Topic Presenter Time

Supplies (for in person interview)

\_\_Screen (Supplied by client? Y or N)

\_\_LCD Projector (Supplied by client? Y or N)

\_\_Pointer

\_\_Easel (# \_\_\_\_)

\_\_Flip Chart

\_\_Markers

Why was your firm shortlisted?

Strengths

Weaknesses

List other shortlisted firms:

What are the client’s priorities?

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