

PRELIMINARY PLAN WORKSHEET

Title or subject of this briefing: _____

Approximate date, time, and place of this briefing: _____

Who requested the briefing (if other than yourself)? _____

Your OBJECTIVES FOR THIS BRIEFING (what will be the immediate results if this briefing is successful?):

1. _____

2. _____

3. _____

4. _____

AUDIENCE for this briefing (who are they and what is their general knowledge of, interest in, and attitude toward the subject?):

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MAIN IDEAS OR CONCEPTS that the audience must get and retain if the objectives of the briefing are to be met:

1. _____

2. _____

3. _____

4. _____

5. _____

Types of FACTUAL INFORMATION necessary to support the main ideas:

Idea 1

Idea 2

PRELIMINARY PLAN WORKSHEET(cont.)

Idea 3

Idea 4

Idea 5
