

PowerPoint Presentation Checklist

Case for Support

Use this checklist to help transform your written *Case for Support* into a succinct PowerPoint presentation.

Overall Presentation

- ☐ 8–10 slides total (short and focused)
- ☐ Uses plain language (no jargon or long paragraphs)
- ☐ One subject per slide
- ☐ Visually appealing and easy to read
- ☐ Consistency in formatting
- ☐ Photos or diagrams included, where helpful
- ☐ Slides support the presentation (but are not the script)

Slide Content Checklist

1. Title Slide

- ☐ Parish name
- ☐ Project title
- ☐ Date
- ☐ Presenters

2. Purpose / Why We Are Here

- ☐ Clear statement of purpose
- ☐ One sentence explaining why now

3. What We Are Proposing

- ☐ Short, plain-language summary of the project
- ☐ Include visuals, if available

4. Why This Matters

- ☐ One line on parish mission/vision
- ☐ Clear connection to *Cast the Net*
- ☐ Explain who benefits (congregation, community, etc.)

5. Building / Property Reality (Optional but helpful)

- ☐ Visuals of issues or opportunities and brief statement on limitation of status quo
- ☐ One or two points from the Building Condition Assessment

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6. Vision of Success

- ☐ Describe what will change or improve
- ☐ Show ministry, community, or sustainability impact

7. Financial Snapshot

- ☐ Total project cost
- ☐ High-level funding approach
- ☐ Amount requested from Diocese (if applicable)
- ☐ Keep it visual — chart, icon, simple list

8. Risks & Mitigations

- ☐ Identify top 3–5 key risks
- ☐ One sentence each on how the parish will manage them

9. Timeline

- ☐ 4–6 major milestones (and commitment to collaborate with Diocese)
- ☐ Clear start and expected completion dates

10. The Ask

- ☐ State clearly what support or approval you are seeking
- ☐ Include any specific decisions or next steps needed

Final Review Before Presenting

- ☐ Have we told a clear story?
- ☐ Does the presentation match (but not duplicate) the *Case for Support*?
- ☐ Would someone outside the parish understand the project in 10 minutes?
- ☐ Are we focusing on the sustainability of mission (both at the parish and diocesan level)?
- ☐ Did we rehearse who will speak to each slide?

Important Reminders

- The PowerPoint is the story; the *Case for Support* is the detail.
- Your presentation should help diocesan reviewers quickly understand:
 - what you want to do,
 - why it matters, and
 - what support you need.