



Consulting  
**SLIDE**  
Checklist

---



- 1

Title is clear, impactful, and provides a summary of content

☐ Title is a complete sentence (action title) that fully explains slide content  
☐ Title flows naturally from the previous slide and into the next slide  
☐ Title is in the exact same position as the title on the previous slide
- 2

Elements of the slide all support the slide title

☐ Subtitles on the slide logically support the main title of the slide  
☐ Charts, tables, text, and graphics all support the title directly or indirectly  
☐ The takeaway box is not a repeat of the information in the slide title
- 3

Key message is clear and slide is logically structured

☐ Message of the slide can be understood without voiceover  
☐ Logic of the slide flows from top to bottom and left to right  
☐ Slide uses bolding, circles, or arrows to callout important information
- 4

Slide design is professional and consistent with template

☐ Use of text/white space is appropriate given purpose of slide (appendix vs. main deck) and audience (executive vs. non-executive)  
☐ Color scheme matches company template (background, text, etc.)
- 5

Text on the slide is formatted correctly and free of errors

☐ Indentation, spacing, and alignment of text are consistent throughout  
☐ Text maintains appropriate font hierarchy (font decreases with each level)  
☐ Slide is free of typos and grammatical or spelling errors
- 6

Objects on the slide follow formatting guidelines

☐ All slide content (including title box) fits within the slide margins  
☐ Objects on the slide are aligned and distributed evenly  
☐ Lines on the slide are completely flat (horizontal or vertical)
- 7

Wording on the slide is clear and properly footnoted

☐ Wording is uncluttered and easy to understand  
☐ Acronyms and specialized words are defined in footnote  
☐ Repetition of words is minimized throughout slide
- 8

Charts are correctly formatted with necessary information

☐ Charts include titles, units, and appropriate explanations  
☐ Chart formatting matches company template  
☐ Key takeaways from charts are clear and charts are uncluttered
- 9

Information is supported with facts and sources are provided

☐ Claims are supported with facts, and facts are data-driven where possible  
☐ All facts and data include sources at the bottom of the slide  
☐ Sources are informative, exhaustive, and accurate
- 10

Supplemental slide elements have been added/removed

☐ Slide includes tracker and page number (adjusted to company template)  
☐ Company and/or client logo is used as appropriate  
☐ Notes and comments have been removed from the slide