

# Quest Paper Checklist

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## Receiving your topic

- It's okay to contact the Questor who assigned you your topic for more information if you need or want it.

## While researching, collect your bibliography

- Your finished paper should include a bibliography in whichever format you select. Be complete and consistent.

## Writing goals

- A paper that can be read at a comfortable speaking pace in 30 to 35 minutes.
- A paper that combines your ideas with information from your research in a good balance and with sources cited where appropriate.
- A paper that addresses the topic and will inspire questions and comments from your fellow Questors.

## Preparing to Present

- Practice reading your paper aloud several times.
- Prepare the club copy of your paper to turn in to the president. Use Times New Roman (or comparable) type in 12 point size, double-spaced, one side of the paper only, pages numbered except for the cover page. The cover page should include the title, your name and the date of your presentation. Please paperclip or staple it in the upper left hand corner.
- Email an electronic version of your club copy to John Beatty at [jbeatty@acpl.lib.in.us](mailto:jbeatty@acpl.lib.in.us).
- Make arrangements with the club president no later than the week before your presentation to use electronic equipment. Arrive early the day of your presentation to make sure it is working properly. Arrange for someone to operate it for you so you can stay at the lectern so people will be able to hear you.
- Send a short bio to the club president no later than the week before your presentation date.

## Presenting

- Smile. It will relax you and your audience.
- Greet your audience and ask if the people at the back of the room can hear you.
- Remember not to rush.

## The Q&A Time

- You should repeat the question or paraphrase the comment into the microphone to insure that everyone in the room has heard it.