



executive presentations

animation • digital trials • graphics • video services

tel: 213.480.1644 fax: 213.480.1838

www.executivepresentations.com

Case: _____

Lawyer: _____

Getting Started Checklist

Summary – Complete Trial Services

Please check what services you are interested in, or would like more information about:

- | | | | |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Graphic Boards (Timelines, Charts, Excerpts, Graphs, etc.) | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Photography | <input type="checkbox"/> Digital Trial |
| <input type="checkbox"/> Interactive Boards (Magnetic, Write-on, etc.) | <input type="checkbox"/> 3D Animation | <input type="checkbox"/> Videography | <input type="checkbox"/> Equipment Rental |
| | <input type="checkbox"/> B&W Blowups | <input type="checkbox"/> Photo Enlargements | <input type="checkbox"/> Trial Technician |

A Week Before Meeting With EP

Completed?

Send EP a copy of a prepared brief or complaint

Yes No

Sum up your case in ten words or less

Yes No

- What did the other side do wrong? What did your client do right?
- List arguments to prove your case

Things To Prepare For Your Meeting With EP

Completed?

Concise source text for your timeline in either MS Word or WordPerfect

Yes No

- Generally, 1 to 1 1/2 page of text = 1 timeline panel
- Juries won't understand timelines that are too complicated and/or wordy

Copies of ONLY the documents you intend to use in your graphics

Yes No

- If you are highlighting passages of text, please use yellow highlighter ONLY
- Applies to documents for board excerpts, blowups, digital trial sourcefiles, and documents to be included in other graphics (Timelines, Powerpoint, etc.)

Photographs that you want to use in exhibits

Yes No

- Original film prints or slides are preferred for scanning
- High-res digital photos are acceptable, but may have limited detail in enlargements
- Executive Presentations offers full-service photography and videography

Additional Questions/Notes: