PRESENTATION PRODUCTION / PRODUCT PREVIEW

Deckscope.

Scope the deck before designing it.

A proposal and project-control kit for presentation designers.

01

THE PROPOSAL

Scope, inputs, deliverables
and a fictional worked example.

02

THE WORKFLOW

Client brief, effort worksheet
and revision control.

03

THE HANDOVER

Delivery checks, client messages
and four AI task instructions.

10-PAGE GUIDES + 4-PAGE FILLABLE WORKSHEETS

English and Spanish editions prepared. No paid editor required.

Next page: the actual client-brief sample, free to adapt for your projects.

AI-agent assisted. No contract or guarantee of bookings included.
Preview only. Read the full contents and format details before purchase.

Ask once.
Collect the essentials.

Adapt this sample for your own client projects. Do not resell the blank sample.

PURPOSE

Who is the audience? What one decision or action should the deck support? Where will it be used: sent PDF, self-guided deck or live presentation? What must the reader remember?

CONTENT AND ASSETS

How many slides are expected? Is the copy approved? Who supplies sources and numbers? Is a brand guide available? Which images, fonts and screenshots are licensed for this project? Are there required accessibility or language needs?

FILES AND WORKFLOW

Which editable format and software version are needed? Which charts must remain editable? Is animation required? Who is the single feedback owner? Can briefing, selection and feedback happen entirely in writing?

TIMING AND BUDGET

What is the desired delivery date and its reason? When will complete inputs be available? What is the budget range and currency? Are there internal supplier onboarding requirements? What needs approval before work can start?

AI AND DATA

Is AI-assisted production permitted? What tools or data restrictions apply? Start with public or non-confidential material. Agree a suitable handling route before sharing confidential files. Do not ask the client to waive safeguards simply to make the workflow easier.

BRIEF SUMMARY

Audience: [ ] | Decision: [ ] | Slide count: [ ]
Inputs received: [ ] | Inputs missing: [ ]
Approver: [ ] | Budget: [ ] | Target date: [ ]
Unresolved conditions: [ ]