

Client pitch prep

Date: July 23, 2026

Timeline

08:30 – 09:00 Morning Alignment & Agenda Review

The pitch team gathers to review the schedule for the day and outline key objectives for the upcoming client presentation.

Location: Main Conference Room A

09:00 – 10:15 Client & Industry Background Research Briefing

Deep dive into the prospective client's market position, recent news, key stakeholders, and competitive landscape.

Location: Strategy War Room

10:15 – 10:30 Coffee Break

A quick break for the team to grab refreshments and process initial insights before deck work.

Location: Office Lounge

10:30 – 12:00 Pitch Deck Content & Narrative Finalization

Refine the overall narrative arc, messaging points, and strategic solutions presented in the pitch deck draft.

Location: Strategy War Room

12:00 – 13:00 Team Working Lunch

Catered lunch while discussing visual presentation strategies and assigning pitch sections to speakers.

Location: Executive Dining Room

13:00 – 14:30 Visual Design & Slide Polish

Designers and presenters work together to finalize slide graphics, formatting, and data visualizations.

Location: Design Studio

14:30 – 15:45 First Pitch Dry Run

Run through the complete deck timed presentation with the full pitch team to check flow and delivery.

Location: Main Presentation Room

15:45 – 16:30 Critique & Slide Adjustments

Review notes from the first dry run, make quick slide fixes, and polish talking points for awkward transitions.

Location: Strategy War Room

16:30 – 17:45 Final Rehearsal & Q&A Prep

Conduct the final simulated presentation including anticipated tough questions from the client.

Location: Main Presentation Room

17:45 – 18:15 Deck Sign-off & Material Printing

Executive sign-off on final slides, exporting presentation files, and printing physical leave-behind booklets.

Location: Executive Boardroom

18:30 – 20:00 Team Wind-down & Dinner

Relax and unwind over food and drinks to boost morale before the big presentation tomorrow.

Location: Bistro Downtown