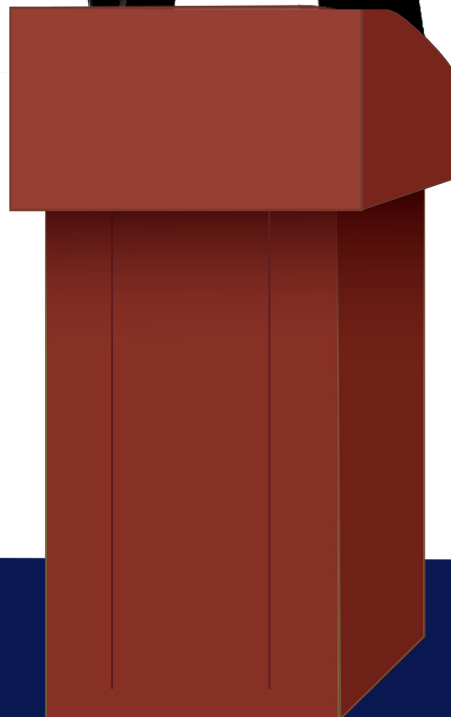




City Council

Presenter's Guide

My Presentation



Presentations to City Council

The purpose of this brochure is to provide guidance to individuals and groups wishing to make a presentation to Brookings City Council.

When planning your presentation, please bear in mind the following guidelines:

1. Notify the City Recorder at least one week in advance of your request to be placed on the City Council meeting agenda.
2. The Council Chambers is equipped for the display of Powerpoint presentations.
3. There are two video monitors inside the Chambers; one for the view of the Council and one for the view of the audience/presenter.
4. The video screen size is limited and somewhat distant which will cause viewing challenges if the presentations are not properly sized.
5. If using a Powerpoint presentation, please create your graphics to fill the entire slide for better viewing.
6. Limit each slide to one graphic or chart.
7. Format text fonts in large, bold and san serif types.
8. Provide an advance electronic copy to the City Recorder at least one full day prior to the scheduled presentation either via email or on a media storage device (flash drive)
9. Provide printed copies of the presentation for each of the five Councilors, the City Manager, and the City Recorder.
10. Presentations to Council should be limited to ten (10) minutes or less.
11. Presenters will be limited to appearing before Council four (4) times per calendar year, not more frequently than once per quarter.