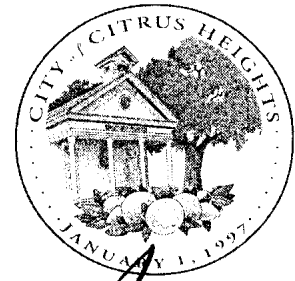


AUDIO VISUAL GUIDELINES



Henry Tingle, City Manager

PURPOSE

A variety of audio-visual media can be used to enhance a presentation both for those present in the Council Chambers and for the viewer at home. The following guidelines are intended to create a consistent format for presentations at a City Council meeting.

GUIDELINES

1. Televised presentation materials will be shown at the discretion of the Mayor.
2. All materials shall be submitted to the City Clerk's office at least 48 hours in advance of the City Council meeting.
3. The City Clerk's office shall review all materials for City Council meetings.
4. Arrive at the City Council meeting early and check with the City Clerk's office to finalize the details on your presentation.
5. All materials, including but not limited to, PowerPoint Presentations, Videos, and photographs shown at the City Council meeting become part of the public record and will be kept on file in the City Clerk's office.

TYPES OF MEDIA AND ADDITIONAL GUIDELINES FOR USE:

1. Video
 - VHS or DVDs shall be submitted to the City Clerk's office for review to check broadcast quality and compatibility with the existing system, at least three days prior to the meeting.
 - The City Clerk's office will notify the person submitting the tape as far in advance as possible, if the video does not work with the system.
 - VHS or DVDs shall be queued at the location where the speaker would like the video to begin.
 - It is recommended that the video be no more than 5 minutes in length. City policy is to limit those addressing the City Council on an item to 5 minutes. The speaker has the choice of speaking for 5 minutes, showing the video (with approval of the Mayor), or a combination of the two not to exceed 5 minutes unless extended by the Mayor.

2. PowerPoint Slides

- Any version of PC-based PowerPoint on 3.5 inch floppy disk, CD-ROM or USB flash drive will be accepted.
- The disk will be checked for viruses once the presentation has been reviewed by the City Clerk's office.
- If there are problems with the disk, you will be contacted as soon as possible.

3. Photographs

- Black and white or color photographs must be no larger than 8" by 10" in size.
- Photographs must be submitted in order of your presentation with the photos numbered.
- Non-glossy finishes help reduce glare.

4. Overheads

- Any overheads to be shown should have a minimum font size of 32 point and bold font works best.

5. Maps/Large Displays

- Maps may be tacked to the wall boards to the right of the dais.
- Freestanding large displays will require the speaker to bring an easel.

Policy Tracking Information

<i>April 2007</i>	<i>Approved by City Manager</i>