



Town Meeting Presentation Guidelines

Prepared by the Town Moderator with assistance from Jean Hammond and the Town Manager's Office.

Town Meeting Presentation Guidelines

- Guideline vs. Regulations
- Work with Information Technology
- Based on 12 pages from Stow, MA
- 1. Work with IT to have presentation preloaded
- 2. Recommendations for slides
 - a) Text font size properties
 - **A** - New Roman, **V**erdana
 - b) Title - 32 point
 - c) Body - 28 point
 - d) sub - >= 24 point
 - e) Background color
 - f) Font color with contrast
- 3. Graphs, charts should have clearly visible labels
 - Detailed data to be handouts
- 4. Slide advancement - IT Dept.
- 5. Rehearse your powerpoint



Town Meeting Presentation Guidelines

- Guidelines are to improve visibility of Town meeting presentations. PowerPoint is preferred.
- Presentations should follow the guidelines for font style, size of font and background colors.
- Graphs, charts, pictures and maps should have clearly visible titles and limited detail
 - Detailed charts and graphs should be handouts.

Town Meeting Presentation Guidelines

- Guidelines for slides
 - a) Text styles that retain size properties
Arial, Times New Roman, Verdana
 - b) Title text - 32 point or greater
 - c) Bullet text - 28 point or greater
 - d) Sub-bullet text - 24 point or greater
 - e) Background color white or dark
 - f) Font color, high contrast

CAN YOU SEE ME NOW?

Title slides – 32 point font.

- CAN YOU SEE ME NOW?... 28 point font, Arial
 - Sub-bullets should appear as 24 point font.
- CAN YOU SEE ME NOW?... Times New Roman
- CAN YOU SEE ME NOW?... Verdana

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Town Meeting Presentation Guidelines

- Work with Town Manager's office and have presentation preloaded on town computer
- Work out slide advancement with the Town Manager's office. Utilize notes on the PowerPoint slides.
- Rehearse your presentation and be mindful of length and clarity.