



PRESENTATION SUPPORT SERVICES REQUEST

ALCAZAR ROOM ■ ST. AUGUSTINE CITY HALL

City of St. Augustine, Florida ■ Department of Public Affairs

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PRESENTATION

Date: _____

City Commission

Time: _____

Planning & Zoning Board

Item on Agenda

Yes No

Code Enforcement, Adjustments & Appeals Board

Historic Architecture Review Board

Other : _____

FORMAT

PowerPoint

of screens _____

Length of presentation: _____ min.

For best results, PowerPoint should be provided to the Public Affairs Dept. on disc at least two working days prior to the meeting date. The presentation will be loaded onto an in-house laptop and tested.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

Document Camera

of slides: _____ (Max size: 8" x 10.5")

Orientation: Landscape Portrait

Length of presentation: _____ min.

For best results, slides should be no larger than 8" x 10.5" and should be landscape (horizontally) oriented. Graphic and /or photographs should be of the highest clarity possible.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

PRESENTER

Name of Presenter: _____

Mailing Address: _____

(Street/P.O. Box, City, State, Zip)

Phone (day) _____ Phone (mobile) _____ Fax: _____

Email: _____

IMPORTANT NOTE

In order to make information presented before municipal bodies as instructive as possible both for city officials and the community, the Department of Public Affairs strives to provide audio-visual support services that enhance and facilitate public meetings. Staff will work with presenters to make the most of the support services available. Note that when preparation time is limited, some services may not be available. Services requested at the last minute are likely to be very limited.