



City of Pasco Council Presentation Guidelines

For overhead presentations:

The pages should be oriented in “landscape”, with a Bold, 32 size font type for written information that you would like to be readable. Font style: Times New Roman, Calibri or Trebuchet works well.

For maps:

The orientation should be landscape and please do not depend on the red pointer light to be sufficient in “highlighting” an area you are presenting. The red pointer light does not show up on camera and your meaning will not be communicated to the viewing audience. The area you are speaking about should be outlined it in a bold line and/or color-in to separate it clearly and distinctly on the map.

For PowerPoint presentations:

For the type font, Times New Roman, Bold, font size 28 - 32, in white or yellow work best for power point presentations. Please provide a 10% margin around the entire PowerPoint page to ensure all of the information will be displayed, use a blue background (or dark solid color). When creating a chart to using in a presentation the font size inside the chart must be at least font size 22 in order to be remotely legible on the screen (the closer to font size 28, the more likely the information will be legible).

Please deliver the presentation to the Office of Communications by 3PM the day of the meeting.

For additional information, contact the Office of Communications at (509) 545-3485 or communications@pasco-wa.gov .

The following pages show some examples of proper presentation formatting.

Recreation

**Washington State Cross Country
Championships - Sponsored by the
Washington Dairy Farmers & the
Washington Interscholastic Activity
Association – 8 Races, 5 Classifications
Over 1,000 Boys & Girls to Compete!**

Sun Willows Golf Course

Saturday, November 4th, 2006

9:30 AM – 2:30 PM

2011 CDBG Recommendation

ACTIVITY	Non-CDBG Match	Agency Requested	Recommended Action
CDBG Program Administration	\$0.00	\$120,000.00	\$120,000.00
Civic Center -Youth Recreation Specialist	\$45,500.00	\$20,000.00	\$20,000.00
Martin Luther King Community Center Recreation Specialist	\$100,500.00	\$20,000.00	\$20,000.00
Senior Citizen's Center Recreation Specialist	\$200,000.00	\$40,000.00	\$40,000.00
Anti-Gang Prevention/ Intervention Program	\$0.00	\$1,365,586.00	\$0.00

Vicinity Map

Crescent Road Properties Vacant Land



ROAD 100 AND I-182 RAMPS AND SANDIFUR SIGNAL

