



# City of Pasco Council Chambers PowerPoint Guidelines

- For the type font, use fonts such as Capitulum 2 (used here), Garamond, or Arial; use bold text when possible, with the font size at least 28 - 32 pts, in a dark color.
- Please provide a 10% margin around the entire PowerPoint page to ensure all of the information will be displayed, with dark solid color background.
- 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).
- When placing graphics/pictures, be sure to use the “Compress Pictures” command under the “Format” tab in PowerPoint to reduce the file size.
- Please remember to use the computer mouse on the speaker’s dais when pointing out information when speaking; a laser pointer is not viewable on camera.
- For remote presentations, the operator in Chambers can advance and/or point to items in your presentation.
- Please have your presentation ready by noon on the day of the meeting. Please email/transmit the PowerPoint file (not an Acrobat (.pdf) file).



*City of*  
**Pasco**

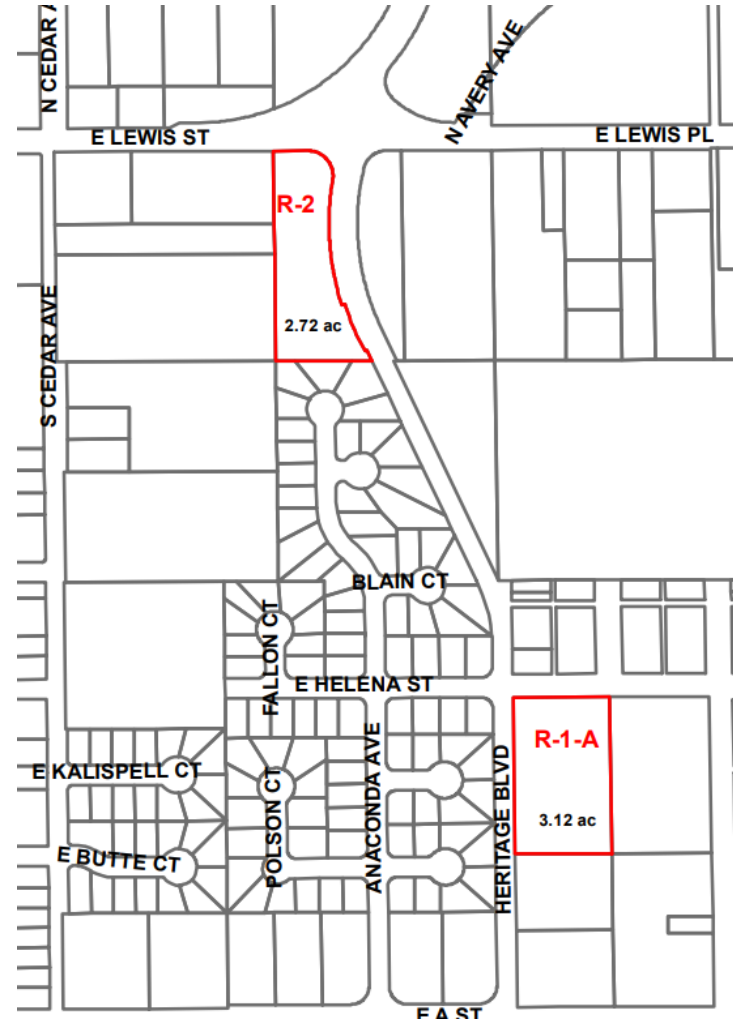
**Pasco City Council Meeting**  
**March 4, 2019**

# ROW Vacation





# Sale of City Property





City of  
**Pasco**

**Pasco City Council Meeting**  
**March 4, 2019**