

PRESENTATION SUPPORT SERVICES REQUEST

THE ALCAZAR ROOM ■ ST. AUGUSTINE CITY HALL

City of St. Augustine, Florida ■ City Clerk's Office

Post Office Box 210 St. Augustine, FL 32085-0210 Phone: 904.825.1007

Fax: 904.825.1008

Web Site: www.CityStAug.com

Email: cityclerk@citystaug.com

PRESENTATION

Date: _____ Time: _____

PRESENTER

Name of Presenter: _____

Business Name: _____

Mailing Address: _____

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

Resident or Taxpayer of the City of St. Augustine: _____

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

Email: _____

Summary of Presentation: _____

FORMAT

PowerPoint

of slides _____

Length of presentation: _____ min.

Presentation will be loaded onto a City/in-house computer by city staff.

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.

Documents should be > 8" x 10.5," landscape oriented and of high clarity.

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.

IMPORTANT NOTES

Criteria and Deadlines for submission of material:

- **Commission meetings:** Presentation must be sponsored by a member of the City Commission and submitted to the Office of the City Manager before 5:00pm on the Thursday, two weeks prior to the City Commission meeting. All presentation materials must be received by the City Clerk's Office by end of business on the Thursday prior to the Commission meeting.
- This form, completed, must accompany the presentation when submitted to with the City Manager's Office or to the City Clerk's office.
- Presentations not submitted within the designated deadline are likely not to be incorporated into a meeting's agenda.
- Presentation material becomes part of the official record of the meeting and will not be returned following the meeting.