


# City of SeaTac

## Policies and Procedures

<b>Policy Number:</b>	CW-018
<b>Policy Name:</b>	Council Presentations
<b>Department(s):</b>	Citywide
<b>Effective Date:</b>	6/20/16
<b>Supersedes:</b>	
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<b>Approved by:</b>	Joseph Scorcio, Acting City Manager
<b>Signature:</b>	

**Purpose:** To provide guidelines for staff preparation of PowerPoint slideshow presentations for City Council Meetings in a consistent and uniform manner for optimum impact and readability.

**Policy:** Staff will use the guidelines provided at:

<Z:\InterDepartment\EndUserDocumentation\PreparingCouncilPresentationsGuidelines.pdf> and the PowerPoint template provided at:

<Z:\InterDepartment\templates\PresentationsToCouncilTemplate.pptx> to prepare presentations for City Council Meetings.

**Procedure:** The guidelines and template saved on the shared drive will be used for all slideshow presentations prepared by staff for City Council Meetings. Further, as noted on page 2 of the guidelines, staff will preview their presentation in Council Chambers before the meeting to make any corrections.