Falmouth Town Meeting Presentation Guidelines

The Town Meeting Rules & Procedures Committee developed these guidelines to draw attention to the need for clear and concise presentations at Town Meeting.

1. Individuals interested in making a PowerPoint presentation at Town Meeting should prepare their presentation in advance and contact the Information Technology Department prior to Town Meeting to make arrangements for the presentation to be loaded onto a computer assigned for Town Meeting presentations. (IT Dept. 508-495-7400)

2. Presentation slides should meet the following guidelines:
   a. Recommended text styles include Arial, Times New Roman, and Verdana.
   b. Title text should be a minimum of 32 point font.
   c. Bullet text should be a minimum of 28 point font.
   d. Sub-bullet text should be a minimum of 24 point font.
   e. Background color should be light or dark (for example: white, black, dark blue).
   f. Font color should be at the highest contrast possible from the background color. If you choose to use a light background color, then a dark font color should be used. If you choose to use a dark background, then a light font color should be used. For example, a white background should have a black, dark blue, or maroon text. A dark blue background should have a white text color.

3. Graphs, charts, pictures, and maps should have clearly visible titles. Detailed charts and graphs should be available to the Meeting as handouts.

4. Presenters need to make arrangements for how slides will be advanced during the presentation. Working out these details with IT personnel prior to Town Meeting is essential to an effective presentation.

5. The Town Meeting Rules & Procedures Committee highly recommends rehearsing PowerPoint presentations, and being mindful of the length and clarity of your presentation.