



## Beaufort County Broadcast Services

### Presentation Standards for Meetings and Broadcast:

Beaufort County is currently broadcasting the majority of its Committees, Boards and Commissions live or in taped replay on **THE COUNTY CHANNEL**.

We would like to clarify the requirements for presentations at these meetings. The following are guidelines all presenters are requested to follow:

- 1 All presentations must be in the form of PowerPoint. They must have the standard Blue Background with White Lettering, if a third or fourth color is needed, Green and Yellow are the approved color options.
- 2 Fonts Styles are very important for transmission over television. We request all presenters use either Arial, Size 28 Bold with Text Shadow, Franklin Gothic Book, Size 30 Bold with Text Shadow, or Garamond Size 28, Bold with Text Shadow. These 3 font style can be mixed for presentations.
- 3 Pictures and Graphs can be used on your presentations, but please ensure that the information is large enough to be legible on the screens. Too much information will be impossible to read on television. Break information into multiple slides if possible. Pictures need to be large as well with a maximum of 4 per screen.
- 4 If video is being imbedded into a PowerPoint please include the file with the PowerPoint presentation. All video **must** pass Broadcast standards.
- 5 Use of the visual presenter is discouraged. Presenters should have electronic versions of all documents they plan to present. The visual presenter can be used in an impromptu situation, however most items used on this can easily be made into a PowerPoint.
- 6 Please provide the Clerk to Council ([suer@bcgov.net](mailto:suer@bcgov.net)) and Broadcast Services ([sgrooms@bcgov.net](mailto:sgrooms@bcgov.net)) electronic copies of the final presentation at least 2 days prior to the meeting. Files can either be emailed or hand delivered. This will ensure a smooth presentation and allow us to verify the presentation will translate well into the transmission equipment.
- 7 Please arrive 15-30 minutes prior to the meeting to familiarize yourself with the presentation equipment.

We realize that in the constantly changing world of government, presentations may update at the last minute. Staff will work with you in an emergency situation. We appreciate you cooperation. These guidelines will ensure a clear and concise presentation.

If you have any questions, please contact the Clerk to Council at 255-2180 or the Broadcast Services office at 255-2036.

Scott Grooms  
Broadcast Services Director  
September 3, 2010