



## Board Chambers Presentation Guidelines

**Format** – Aspect ratio for use in the Board of Supervisors chambers and for broadcast is 16:9. This is the default format setting in PowerPoint versions 2013 and newer.

**Font Style** – Use sans serif style fonts that don't have thin details or “accents” to the body of the font. Acceptable examples are Arial, Helvetica, or Impact.

**Font Size** – The minimum font size is 24 points. The bigger the better. Keep in mind that many people watch the meeting on their smart phones and those screens are small. The audience in the board chambers will see the chambers screen from 50 to 75 feet away.

Some font size examples:      12pt.      24pt.      36pt.

**Color** – Use dark text colors on light background colors or vice-versa to give your presentation enough contrast to be read. Avoid bright red and orange, especially as background colors. **Bright red** in PowerPoint does not look good on TV.

**Transitions** – Do not use any transitions. They complicate the presentation.

**Animations** – Do not use any animations. Like transitions, they complicate the presentation.

**Embedding Versus Linking Files** – Be sure to embed any pictures or video files within your presentation. A presentation with linked files may play properly from your computer, but once you send it to us those links are broken, and the linked files are no longer a part of the presentation. Embedded files become a part of the presentation.

**Giving A Presentation** – Wear dark clothing with solid colors such as black, blue, gray or green. Avoid intricate designs. Speak into the microphone or the viewers on TV will not be able to hear what you are saying. Presentations should be no longer than two minutes.

**Deadline for Presentation Submission** – Presentations must be submitted to the Clerk of the Board by noon on the Friday before the Tuesday meeting. KGOV will review the material for formatting and content to ensure compliance with FCC and other rules and standards. KGOV will not change or modify any presentation but will advise on any required changes or modifications.

If you have any questions or need assistance, please call Kern Government Television at: (661) 868-3111.