

Fish and Wildlife Commission

DRAFT Presentation Guidelines

Font Selection

- Font should be at least
 - 20-point for text
 - 36-point bold for titles
- Arial font
- See notes section for more information

Footnote

Each slide should have a footnote stating:

- WA Department of Fish and Wildlife
- Commission presentation
- Date of the presentation
- Slide number
- “Information subject to changes and amendments over time” (if appropriate*)

Footnote, cont'd

- **Footnote may be as small as 10 point**
- **If presentation is a draft, clearly mark each slide with DRAFT**

Backgrounds

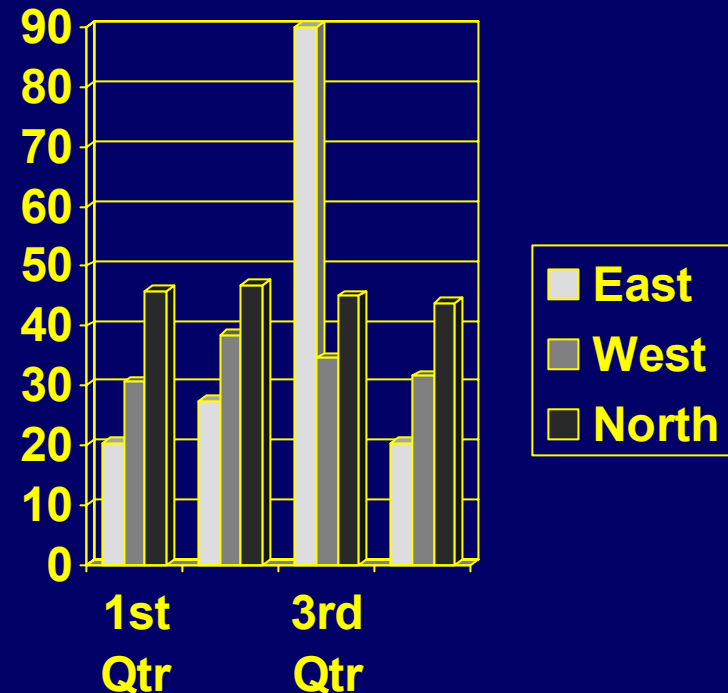
- Use plain dark blue backgrounds with yellow or white lettering
- Black backgrounds aren't best for TVW

Backgrounds, Cont'd

- Busy backgrounds with white letters do not work for TVW
- Avoid making slide busy with too much information

Graphics

- For pictures, charts or graphs, use large lettering
- Describe what it represents and what it means to the audience



Photos

- If photos are used, be sure to label in large letters
- Describe what the photo represents



Illustration caption

Laser Pointers

- Laser pointers must project a large point
- Use fresh batteries



Equipment

- Notify the Commission Executive Assistant at least one week prior to meeting day to confirm equipment availability
- Copy your presentation onto CD ROM, or place it on the shared drive at least 48 hours prior to meeting/workshop time.

Handouts (optional)

- Select Grayscale or Black and White when printing handouts*
- Print one or two slides per page
- Make sure handouts are readable
- Do not use backgrounds for handouts

Handouts, Cont'd

Provide the Commission Office with copies for the members and the public prior to the meeting

- 15 color copies for the Commission and executive staff
- 3-hole punched
- 2 slides per page
- at least 40 black and white copies for the public

Speaking

- Be sure to speak clearly
- Address your presentation to the Chair and Commission members
- Speak directly into microphone
- If you stand up, make sure a microphone is nearby

And finally, please be as brief and concise as possible

THANK YOU 😊

If you have questions, please contact the Commission Executive Assistant at (360) 902-2267, or email yeagesdy@dfw.wa.gov