



PRESENTATION SUPPORT SERVICES REQUEST

THE ALCAZAR ROOM ■ ST. AUGUSTINE CITY HALL

City of St. Augustine, Florida ■ City Clerk's Office

Post Office Box 210 St. Augustine, FL 32085-0210

Phn: 904.825.1007 Fax: 904.825.1008

Web Site: www.CityStAug.com

Email: cityclerk@citystaug.com

PRESENTATION

Date: _____

City Commission

Time: _____

Planning & Zoning Board

Item on Agenda

Yes No

Code Enforcement, Adjustments & Appeals Board

Historic Architectural Review Board

Other : _____

PRESENTER

Name of Presenter: _____

Mailing Address: _____

(Street/P.O. Box, City, State, Zip)

Phone (day) _____ Phone (mobile) _____ Fax: _____

Email: _____

FORMAT

PowerPoint

of slides _____

Length of presentation: _____ min.

Presentation will be loaded onto a City/in-house computer by city staff.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

Document Camera

of slides: _____ (Max size: 8" x 10.5")

Orientation: Landscape Portrait

Length of presentation: _____ min.

Documents should be > 8" x 10.5," landscape oriented and of high clarity.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

IMPORTANT NOTES

Deadline for submission of material:

- **Commission meetings:** Presentation for Commission meetings must be presented to the City Manager for approval no later than ten (10) working days prior to the next City Commission meeting. All presentation materials must be received by the City Clerk's Office by end of business on the Tuesday prior to the Commission meeting.
- **All other meetings:** Presentation must be provided at least 48 hours prior to the meeting, to the appropriate staff responsible for the preparation of that meeting's agenda.
- This form, completed, must accompany the presentation when submitted to with the City Manager's Office or to the appropriate staff for any other meeting.
- Presentations not submitted within the designated deadline are likely not to be incorporated into a meeting's agenda.
- Presentation material becomes part of the official record of the meeting and will not be returned following the meeting.