

Exhibit G

Guidelines for PowerPoint Presentations in BCC Assembly Room

The BCC Assembly room utilizes a laptop computer dedicated specifically for presentation use.

To ensure your presentation is loaded and functional when needed, it's very important that it is loaded in advance on the BCC Assembly Room laptop that will be utilized at the presentation.

Protocol for BCC meeting PowerPoint presentations- Two weeks in advance of your scheduled presentation, e-mail your presentation (along with the agenda memo) to County Administrator BCC agenda coordinator Paula Gonya at pgonya@pinellascounty.org (464-3722). After it has been reviewed and approved, Paula will email your presentation directly to the e-mail account for this laptop at papublic@pinellascounty.org after which TV staff will prep it to the BCC assembly room computer desktop for you. Paula will coordinate advance notice to TV staff.

Protocol for non-BCC meeting PowerPoint presentations in the BCC assembly room- Before day of meeting contact Jim Devine at jdevine@pinellascounty.org (453-3049) or Pete Brosey at pbrosey@pinellascounty.org (464-5026) or call 464-4723 the day of the meeting. Presentations must be provided to TV staff at least 15 minutes before the meeting begins.

Some preparation tips in making this a smooth process;

- Save your PowerPoint presentation (.ppt) as a PowerPoint Show (.pps) so the presentation will start immediately, rather than having to launch PowerPoint first.
- If using any non standard fonts (including bullet fonts), be sure to check the "embed fonts" option when saving your PowerPoint, to avoid font substitution surprises.
- Presentations may also be provided on flash/thumb drive or CD (not floppy disk).

The following guidelines are to assist you when making computer based presentations in the BCC Assembly room. Although members of the Board will view on high resolution 1024 X 768 flat screen monitors, it is important to understand that these presentations are converted to NTSC (National Television Standards Convention) signal for television broadcast, which significantly reduces clarity for TV viewing, making the recommendations outlined below very important.

To maximize the visual impact of your presentations, we recommend the following:

- Design for screen setting of 1024 X 768.
- Font size should be a minimum of 24 point.
- Sans serif font styles are more readable, but a serif bold is acceptable.
- Stronger colors work best (Pastel colors usually appear "washed out").
- Limit amount of text on individual slides.
- Keep a strong contrast between background colors & text.
- Dark background with light text or light background with dark text.
- Solid Backgrounds generally work better than busy backgrounds.
- Do *not* use a bright red background, as the color bleeds in TV transfer.
- Contrasting drop shadows can provide crisp delineation between text & background.
- Keep Graphics simple & strong. Thin lines and weak colors do not work well.
- It is strongly recommended that you have a backup copy of your PowerPoint presentation on thumb drive, Cd, and/or print in case of technical problems.

Questions?

In Advance of meeting-	Jim Devine	453-3049
	Peter Brosey	464-5026
During Meeting -	Meeting Control Room	464-4723