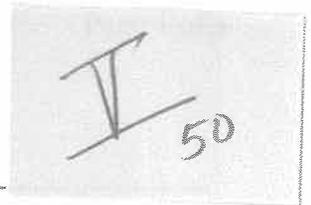


Kim DelNigro



From: Mary deAlderete
Sent: Wednesday, June 03, 2009 11:38 AM
To: All Boards and Committees; All Town Departments
Cc: Don MacKenzie
Subject: Pre Special Town Meeting Meeting

TO: TOWN BOARDS, COMMITTEES, TOWN STAFF
FROM: DONALD MAC KENZIE, MODERATOR
SUBJECT: PRE-SPECIAL TOWN MEETING MEETING
DATE: 6/3/2009

On **Thursday, June 18, 2009**, we will hold a Pre-Special Town Meeting Meeting in the Public Safety Building at 7:00 PM.

Each "presenter" (for the upcoming Special Town Meeting on June 23rd) will be expected to review his/her presentation, complete with Power Point visuals in order to judge both the time required and format of any planned "slides".

We plan to use a timer on the screen and I suggest the following guidelines for timing and visuals:

- 1) Black letters on a light background show up best for large audiences.
- 2) Eight lines of print are a good maximum for the size of our screen. Please use "Arial" font type and no smaller type size than 44 point.
- 3) Colors, particularly dark colors, show up well when displaying graph-type information.
- 4) Leaving some border space on all four sides of a visual makes for added clarity.
- 5) Where possible, splitting up large amounts of tabular data into more than one slide can add clarity.
- 6) Complete presentations should be no longer than 12 minutes.

If you can get your Power Point material to Mark Hald at the Town Hall by Wednesday, June 17th in the morning, it would be most helpful.

I look forward to seeing you on June 18th.

Please forward this notice to any groups or persons that we may have missed.

6/3/2009