

PowerPoint presentations can be a valuable tool for sharing information with the Yolo County Board of Supervisors and the public. However, to ensure a successful presentation, it is important to adhere to the following recommendations and best practices, including the PowerPoint Presentation Style Guide below.

### **PowerPoint Presentation Style Guide**

All PowerPoint presentations submitted to the Yolo County Board of Supervisors should utilize the Poppins font for enhanced clarity and readability. Ensure that the font size is no smaller than 20 to maintain optimal clarity and accessibility in your presentation. Both titles and subtitles are recommended to be appropriately bolded. Titles should be at least size 48 and must effectively convey the overarching theme of the information presented on the slide.

Please maintain a white background with black text for consistent visual appeal. If you have reservations about how this may impact the intended aesthetics of your presentation, please reach out to the public information office for further assistance.

Furthermore, it is essential to display the Yolo County Seal appropriately in the bottom right-hand corner of all presentations created by county staff. For additional recommendations, best practices, or assistance throughout the presentation creation process, please contact the Public Information Office.

The color palettes provided below align with Yolo County's style guide for the year 2021.



### **RECOMMENDATIONS**

#### **Recommendation 1: Don't overcomplicate things**

PowerPoint presentations should complement your staff report, not replace it.

- You can access the county's PowerPoint Presentation Toolkit by downloading it from [www.YoloCounty.org/PresentationToolkit](http://www.YoloCounty.org/PresentationToolkit). This toolkit offers a stock image library and a .PPTX file that you can use to create your presentation. You have the flexibility to customize it by reducing the number of slides and modifying their formats to your preference.
- Use visuals to simplify complex information and engage your audience, such as maps, charts, pictures, and graphs.
- When using text-only slides, keep the content concise. Opt for bullet points when there are 5 or fewer items per slide.
- Please use the adhere to the font size and style recommendations below so presentations remain easily readable for your audience.
- Avoid distracting and unnecessary design features and special effects.
- Ensure your presentation conveys your message clearly and effectively. Always proofread and spell-check your presentation to maintain professionalism.

### **Additional Best Practices:**

- Practice your presentation to maintain a steady pace and avoid rushing.
- Keep in mind the time allotted for your presentation and plan accordingly.
- Engage with your audience by maintaining eye contact and addressing questions.
- Consider the accessibility of your presentation to individuals with disabilities, such as providing alt text for images.
- If you're nervous, speak with your supervisor or with the Public Information Office before presenting so that they may address your concerns and offer assistance.

### **Recommendation 2: Please Be Considerate of the Clerk**

- **Unless otherwise noted, PowerPoint presentations must be submitted to the Clerk of the Board by noon on the Thursday prior to the Board meeting.**
- Presentations that do not adhere to the above guidelines may be returned to the department for revisions.

### **Recommendation 3: Consult Your Colleagues**

Before presenting your PowerPoint, ensure that it adheres to the guidelines and best practices outlined above. Additionally, consider the following review process:

1. **Internal Review:** Thoroughly review your presentation, checking for clarity, readability, and adherence to the guidelines. Seek input from colleagues or peers to gather feedback.
2. **Public Information Office:** Collaborate with the Public Information Office to ensure that your presentation is accessible to the public and effectively conveys the message to a broad audience.
3. **Clerk of the Board:** Submit your presentation to the Clerk of the Board's office for verification of compliance with the submission deadline and overall guidelines.

### **Recommendation 4: Be Ready on Presentation Day**

- Arrive at Board Chambers at 8:45 a.m. on the Board meeting day to familiarize yourself with the podium desktop and ensure you can access your slides seamlessly when your presentation time arrives.

By adhering to these guidelines and the review process, you can create and deliver a PowerPoint presentation that efficiently conveys your message to both the Yolo County Board of Supervisors and the public. Please consider the Clerk of the Board's Office and the Public Information Office as valuable resources to assist you throughout this process.

### **USE OF TEMPLATE**

This template is intentionally reductive, offering a selection of layouts for your convenience. Feel welcome to delete or duplicate slides based on your specific content needs.

### **Guidelines for Use:**

- Customize the template to suit your presentation's unique requirements.
- Explore various layouts provided to enhance visual appeal and convey information effectively.
- Add, delete, or modify slides to align with your presentation goals.

Should you require further assistance in tailoring your presentation or creating additional accommodations for the Board of Supervisors, we encourage you to contact the Public Information Office. Our dedicated staff is here to provide the support you need for a successful presentation.