

Town Meeting Presentation Guidelines

Attend Moderator's Meeting ~ Mandatory

- Held the week before Town Meeting
- Publicly posted
- At Public Safety Facility (Police Station) OR
Town Hall
- Normally at 7:00 PM

Record Video ~ Optional

- Will be posted on Acton TV YouTube channel
- You may record your own
- You may access Acton TV during reserved hours in the week or two prior to town meeting
- May be any length

At Town Meeting

- Assume TM members have prepared
- Presentations will be limited to 5 minutes
 - Exceptions may be made for complicated articles
- **Slides support your presentation**
- Use best practices for slides

Best Practices

- Easy to read font and size (this is 30)
- Few lines per slide
- Simple theme and contrasting colors
- Charts, graphs, & maps should be clear and easy to read
- Photos can be helpful