



Presentation Guidelines

When presenting information to the Douglas County Board of Commissioners, it is important to remember that presentations (PowerPoint, Visme, Prezi, Slides, etc.) must be easy-to-read and viewable by those watching the Board meetings on television or via the live stream online.

Please consider the following guidelines when creating a presentation:

FONTS

- Use no more than two different fonts per slide
- Use a large, easy-to-read font that's at least 20 point or larger
- Avoid using script, handwriting fonts, italics and all CAPS because those are difficult to read
- Use a larger font to make titles and headlines stand out, but keep font sizes consistent throughout the slides

DESIGN

- Be sure to have page numbers on all slides of presentations
- Using bullet points is a great way to highlight important information, but don't use more than six bullet points per slide
- Limit each bullet point to no more than seven words
- When it comes to color and contrast, use a dark font on a light background (too many colors are overwhelming to the viewer)
- Graphics and pictures can help illustrate statistics and other information, but animations can be distracting
- Use left justify for bullets (centering content can make the text ragged and difficult to read)
- Keep your presentation simple, to-the-point in 10 slides or less

If you have any additional questions, please feel free to contact Leia Baez, Douglas County Public Information Officer, at leia.baez@douglascounty-ne.gov.