



CITY OF ST AUGUSTINE

**COMMUNITY
REDEVELOPMENT
AGENCY**

PRESENTATION SUPPORT SERVICES REQUEST

THE ALCAZAR ROOM ■ ST. AUGUSTINE CITY HALL

City of St. Augustine, Florida

75 King Street, St. Augustine, FL 32084 Phone: 904.209.4201

Web Site: www.CityStAugCRA.com Email: CRA@citystaug.com

PRESENTATION

Date: _____ Time: _____

PRESENTER

Name of Presenter: _____

Business Name: _____

Mailing Address: _____
(Street/P.O. Box, City, State, Zip)

Resident or Taxpayer of the City of St. Augustine: _____

Phone (day) _____ Phone (mobile) _____ Fax: _____

Email: _____

Summary of Presentation: _____

FORMAT

PowerPoint

of slides: _____

Length of presentation: _____ min.

Presentation will be loaded onto a City/in-house computer by city staff.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

Document Camera

of slides: _____ (Max size: 8" x 10.5")

Orientation: Landscape Portrait Length of presentation: _____ min.

Documents should be > 8" x 10.5," landscape oriented and of high clarity.

Presenter may schedule a run through of the presentation on the day of the meeting, but no less than one-hour prior to the start of the meeting.

IMPORTANT NOTES

Criteria and Deadlines for submission of material:

- **CRA board or other CRA board meetings:** Presentation must be sponsored by a member of the Community Redevelopment Agency (CRA) or other board you are requesting to present to, and submitted to the office of the Community Services Director before 5:00pm on the Thursday, two weeks prior to the board meeting you are requesting to present.
- This form, completed, must accompany the presentation when submitted to the Community Services Director's office.
- Presentations not submitted within the designated deadline are likely not to be incorporated into a meeting's agenda.
- Presentation material becomes part of the official record of the meeting and will not be returned following the meeting.