



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](http://www.CityStAugCRA.com) Email: [CRA@citystaug.com](mailto: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.