



Operations Manual

Governed By: Marketing/Communications	Effective Date: 07/03/2014
Procedure: #19 – Presentation Assistance	Updated Last: 07/17/2017
Purpose: To outline procedure for requesting presentation assistance from Marketing Dept.	
Refer to Policy #:	

Summary:

The Marketing and Communications Department is in place to support the many facets of effective communication throughout the agency. As such, the Marketing and Communications Department is available to assist staff in the creation of PowerPoint presentations, and other visuals, used to introduce CEO's programs and services to the public.

Designing well-structured PowerPoint presentations will often require a significant investment of time. Therefore, to make the process work as smoothly as possible, the Marketing and Communications Department asks that staff adhere to the following procedure if looking to engage the Marketing and Communications Department in PowerPoint design.

1. **Please allow at least two weeks' notice, from the time the slides are required,** to allow sufficient time to complete the project. For example, if a staff member is giving a presentation and wants the slides available a week before in order to practice, the staff member will need to submit the request three weeks before the presentation date. Please plan accordingly, when at all possible.
2. Please complete and submit a Marketing and Communications Request Form, available on the Marketing and Communications page of the Intranet. Be sure to note the date you need the slides by.
3. The Marketing and Communications Department is available for supporting the presentation design, which includes template creation, content and photo placement, and overall formatting. However, the Marketing and Communications Department will not be expected to generate the presentation content itself. Therefore, it is expected that **staff will submit a presentation outline**, broken down slide-by-slide, to the Marketing and Communications Department, who will then transform the outline content into a complete PowerPoint Presentation. The Marketing and Communications Department will offer proofreading and editing assistance, if needed.