

***GUIDELINES FOR PREPARING A POWER POINT PRESENTATION
FOR
REDSTONE PRESBYTERY***

1. Power Point presentations should be prepared for the person seated furthest from the projection screen at the meeting. Too often presentations are prepared for someone seated 1-2 feet from a computer.
2. The size of the font for the text is very important. The font size should be at least a 32-point size to be clearly seen and read by the person seated the furthest distance from the projection screen.
3. Select “bold” for all text included. Bold enhances the text and makes it more visible and easier to read by members seated in a large sanctuary.
4. Use a type of font which is not blurry and is easy to read. The standard setting of “Times New Roman” is fine. Other useful fonts include: Arial Black, Bodoni MT Black, Cooper Black, Franklin Gothic Heavy, Rockwell Extra Bold, Showcard Gothic, and Veranda.
5. Do not attempt to place a high volume of text on each slide. Keep text simple and to the point.
6. Photos should be used one photo per slide. Enlarge the photo to full screen. If text is used with the photo, keep the text simple and use at least a 32-point font.
7. Do not use a Power Point presentation as a substitution for public speaking. Often Power Point presentations are shown without any human words spoken. The best use of technology is to allow the technology to enhance the report. A suggestion is to say some words and then show a few slides of the presentation. Then go back to speaking again. Interaction with technology is much more effective than allowing the technology to become the report. Despite the wonderful advances of technology, nothing can replace the power of words spoken by the elder or pastor making the report.
8. The Power Point presentation needs to be tested before giving it at a presbytery meeting. The best test is to go to the church where the report will be given. Set up equipment and go to the furthest seat away from the screen and watch the report. Ask this question, “Can this report be easily seen and read from the seat furthest from the projection screen?” If the text or photos cannot clearly be seen, make the necessary adjustments before bringing the report to presbytery. For practical reasons, you may not be able to go to the site of the next presbytery meeting to test your presentation. If this is the case, then set up your equipment at your own church and go to the furthest seat and review your report. Presentations should be given to the Presbytery Office one week before the Presbytery Meeting.