



**Presentation Intake Form**

To ensure quality playback of audio/visual materials (e.g. presentation decks and videos) during City Council, Committee, and Commission Meetings, the Office of the City Clerk and Technology and Innovation Department require presenters to follow the procedures below.

- All presentations and videos are due at 3:00 p.m. to the City Clerk on the day of the meeting. For Committee and Commission meetings, the City Clerk should be in receipt of presentations/videos two hours prior to the start of the meeting.
- All presentations/videos must be provided on USB drives.
- USB drives must have an outer label that indicates the presentation name and agenda item number.
- The files in the USB should be named with the item type then sequence of playback. For example, WaterDayPresentation\_Video1 or AgendItem23\_Video1 or AgendItem2\_PPT1.
- The USB drive should contain only the media files pertaining to the Council Chamber presentation and no other files.
- All presentation/media file(s) must be in an approved standard file format listed below.

The presenter is encouraged to meet with TID staff prior to the meeting to preview their presentation in the Council Chamber. All presentations will be controlled by the presenter. Remote keyboard and/or remote slide advancer is available at City Clerk Council Chamber station prior to the start of the agenda.

Date of Presentation July 19, 2018

Agenda item number 18-048PL

Name of Presentation 6370 E. Stearns - CUP 17-021

Submitter Name Dennis Banks, Banks Consulting

Submitting Department City Planning

Presenter Name Dennis Banks, Applicant's Representative

Contact Info (email/mobile phone) 323-445-7506

File Type (circle one): AVI MOV WMV MP4 PowerPoint JPG PNG PDF  
(We do not accept DVDs, CD's, or YouTube, Vimeo or any weblinks.)

File Name 6370 E Stearns

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Received by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Tested \_\_\_\_\_