

May 11, 2010

SUBJECT:**ORIGINATING DEPARTMENT:****Preparation and Presentation of Speeches**

County Administrator

County Attorney

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POLICY:

- A. The appropriate Department or Office Director is responsible for reviewing all speeches and presentation material to be used when addressing citizen groups. This includes Powerpoints, videos or handouts unless this material is already available through the County's website.

PROCEDURE:

- A. All requests for speakers or speeches received by County personnel shall be referred to the appropriate Department Director and the Public Information Officer.
- B. If requested, speakers will provide a written outline of the speech to the appropriate Department Director in advance of the presentation for approval.