External Meeting Instruction Sheet

This folder has all needed materials for external meetings. Below are steps to help guide you on documents provided.

1. Blank Sign-in Sheet

- Fill in meeting title, location, time & date.
- Change row titles as needed.
- Do not change font or color.
- Do not remove Health Department Logo.

2. Agenda Template

- Fill in meeting title in the header.
- Fill in date, location, and time if applicable in provided text box.
- Change topics as needed.
- Do not change font or color.
- Do not remove Health Department Logo or Public Health logo in the footer.

3. Report Template

- This Report Template should be used to relay information to target audience. For example: pre/posttest, fact sheets, data, etc.
  - If saving this document as a PDF, go to **File->Save As**. **Do Not** use the "Save as PDF Option" as it distorts the template's edges.
- Fill in document title and date in first page header if applicable.
- Do not change font or color.
- Do not remove Health Department Logo, Public Health logo or page numbers in the footer.
- Fill in document title and creation/revision date located in the first page footer if applicable. If not, delete.
- The "Alternate Template" may also be used to relay information to the target audience.

4. Notes Template

- Provide/use document at meetings as needed.
- Do not remove Health Department Logo in footer.

5. Power Point Template

- Fill in Title, Name and date on Slide #1.
- Do not remove Health Department Logo on any slides. It is okay to cover the logo in cases where you have images that need to cover the full slide.
- Keep formatting consistent throughout presentation.
- Include contact information on last slide of PPT.