

FORT WORTH

CITY OF FORT WORTH ART COMMISSION MEETING



WELCOME

IF YOU WISH TO ADDRESS THE ART COMMISSION, PLEASE FOLLOW THE SUGGESTIONS LISTED BELOW:

1. Please read the bottom portion of this card and provide the required information so that the Chair may recognize you promptly at the appropriate time on the agenda.
2. Please state your full name and Council District when you begin your remarks before the Art Commission so that the official minutes reflect your appearance.
3. Presentations are limited to 3 minutes for individuals. When speaking on behalf of 10 or more in a group, presentations are limited to 6 minutes. Other members of the group must be present, but cannot speak. The Chair **MUST** be advised prior to the start that a group presentation will be made. **THE PUBLIC ART STAFF MAY ASK THAT THE GROUP MEMBERS STAND TO CONFIRM THAT 10 INDIVIDUALS ARE PRESENT.**
4. Your presentation is timed by the Public Art Staff and when the signal is given, your presentation is over. Sum up your comments quickly to avoid the Chair interrupting you with instructions to stop.

CITIZEN PRESENTATION

(Please print legibly)

Name of Speaker _____ Date _____

Representing Organization _____

Subject _____

_____ INDIVIDUAL

_____ GROUP

_____ COUNCIL DISTRICT

Address _____

City, State, Zip _____

Telephone Number (Include area code) _____

Email address: _____

Presentations are limited to 3 minutes for individuals and 6 minutes if speaking for 10 or more individuals. The group may be recognized by the Chair; therefore it is mandatory that notification of a group presentation be made known prior to Commission meeting. Please list individuals on back of card.

TIPS FOR MAKING SUCCESSFUL PRESENTATIONS TO THE FORT WORTH ART COMMISSION

- Clearly state your name and Council District at the beginning of presentation.
- Short and to the point presentations are most effective. Presentations that are less than 3 minutes long are more effective with the Art Commission than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Chair that you do not need to speak because your point or issue has been discussed. You can make a simple statement from your seat such as: "I do not wish to speak. My point has been made."
- If you plan to present the Art Commission with information, have it organized and ready to pass to the Public Art Staff who will distribute it to the Commission. Begin your presentation immediately.
- Address your remarks to the entire Art Commission rather than to a specific member.
- Do not ask if anyone has questions. The Art Commission will ask you to respond if there is a question.
- **WHEN THE TIMER GOES OFF, SUM UP YOUR COMMENTS IMMEDIATELY TO AVOID THE CHAIR INTERRUPTING YOU WITH INSTRUCTIONS TO STOP.**

NAMES OF AT LEAST TEN (10) PERSONS WHOM YOU REPRESENT:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____