Design Commission
Presentation Guidelines

The following pages demonstrate how to format presentation boards for the Design Commission. Materials or boards that are not submitted by the submission deadline will not be reviewed.
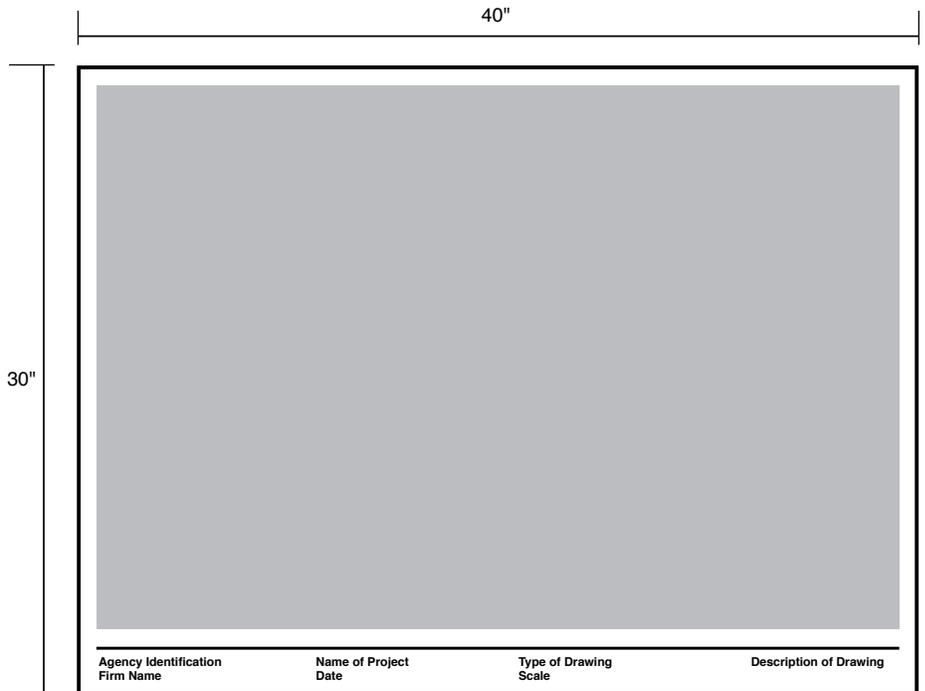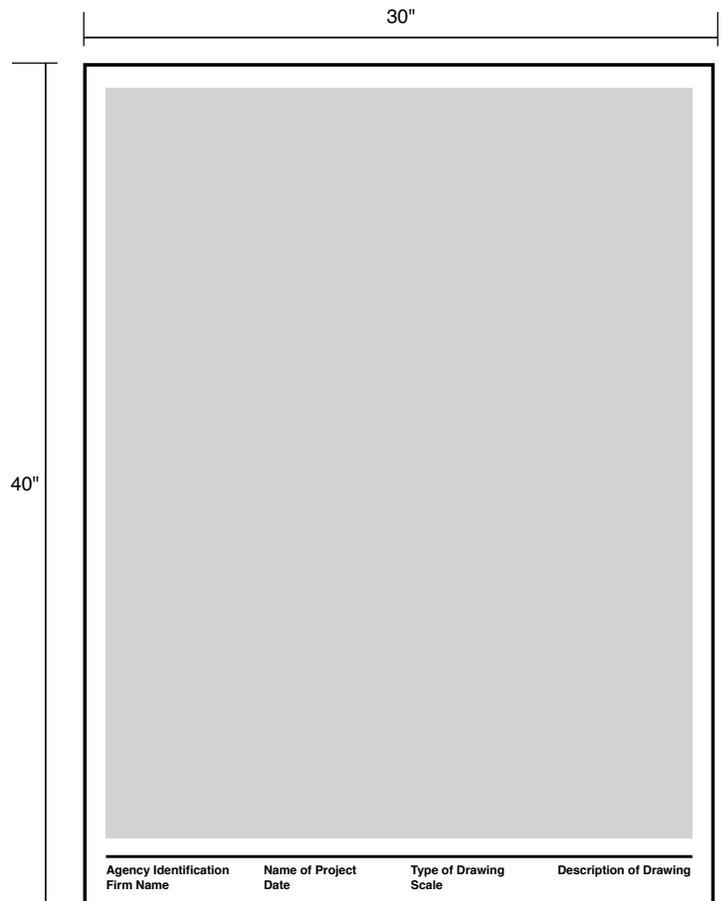
Please see submission guidelines for submission requirements and the calendar for submission deadlines.

Board Size

The board size should be 30" x 40" portrait or landscape format mounted on a light rigid material. Boards should have a one inch white border along the top and sides. The bottom margin should be large enough to comfortably accommodate all required information (pp. 6).

This size accommodates most image dimensions and allows for visibility of various image types from a distance, maintaining greater legibility for group review.

Images, such as plans, elevations, sections and/or details, that exclusively use line art with a line thickness at or less than 1 point (.01 inch) must be presented as 11" x 17" handouts in addition to the required 30" x 40" presentation boards.

30"

40"

| Agency Identification Firm Name | Name of Project Date | Type of Drawing Scale | Description of Drawing |

40"

30"

| Agency Identification Firm Name | Name of Project Date | Type of Drawing Scale | Description of Drawing |

Image Treatment

Boards should contain one image only when using complicated images and drawings, such as elevations, plans, renderings, details, etc.

If simple images, such as material samples, are used, they may be placed in multiples on one board, but they should not overlap, touch or be used in any decorative way.

Images, such as plans, elevations, sections and/or details, that exclusively use line art with a line thickness at or less than 1 point (.01 inch) must be presented as 11" x 17" handouts in addition to the required 30" x 40" presentation boards.

DO
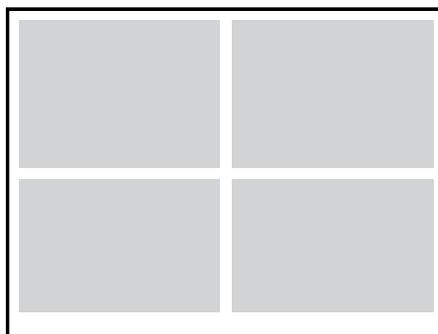
DO NOT

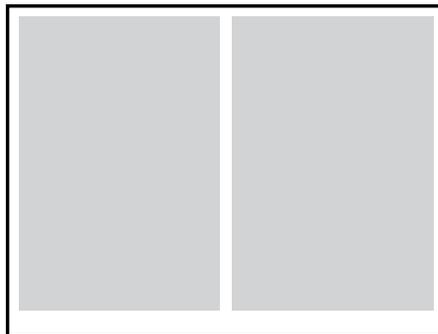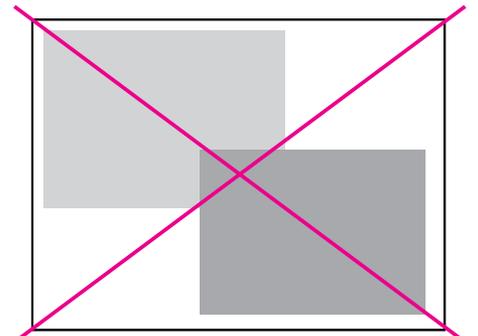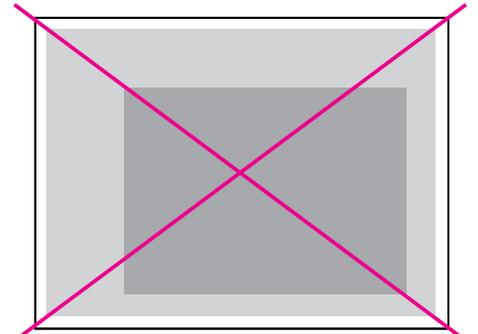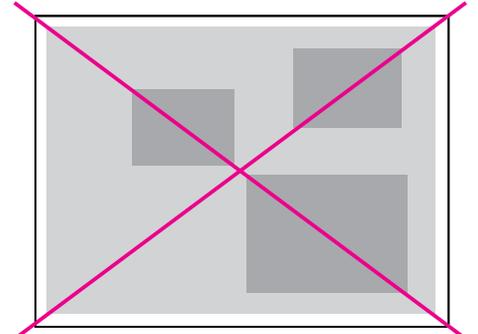The font, Helvetica, has been chosen for its accessibility and its legibility at various sizes and distances, making it ideal for the presentation titleblock (pp. 6) and drawing notes.

If you choose to use a font other than Helvetica, avoid using handwriting, a Script or Serif font.

The font size for notes should be no smaller than 20pt. The font size for the titleblock should be 50pt. It may be used in either bold or regular weight.

DO

Helvetica

Helvetica

20pt

30pt

50pt

DO NOT

Handwriting

10pt

Script

Serif

The required information on each board submitted is:

- Agency identification
- Name of firm submitting board
- Name of project
- Date of board submission
- Drawing type
- Scale of drawing
- Description of drawing

The font size used for notes should be no smaller than 20pt. Descriptive text should be brief and clear.

Agency Identification   **Name of Project**   **Type of Drawing**   **Description of Drawing**   1/2"

Firm Name   **Date**   **Scale**   1/2"   2 1/2"

This area is reserved for Agency Identification and the name of the firm/designer
Cap. Ht. 0.5 Inch
Font size: 50 pt
Leading: 60 pt

This area is reserved for the name of the project being presented and the date of the presentation. The date should be set as month/day/year.

This area is reserved for the type of drawing the board contains—an elevation, plan, rendering, etc.—and the scale of the drawing, if applicable.

This area is reserved for a brief description of the drawing, for example: Floor 3, 17th Street, Option A.

Examples

Incorrect Example A

30"

20"

The scope of this project includes the construction of a new building and the installation of planted areas with distinctive fencing filled with Begonias and Tulips.
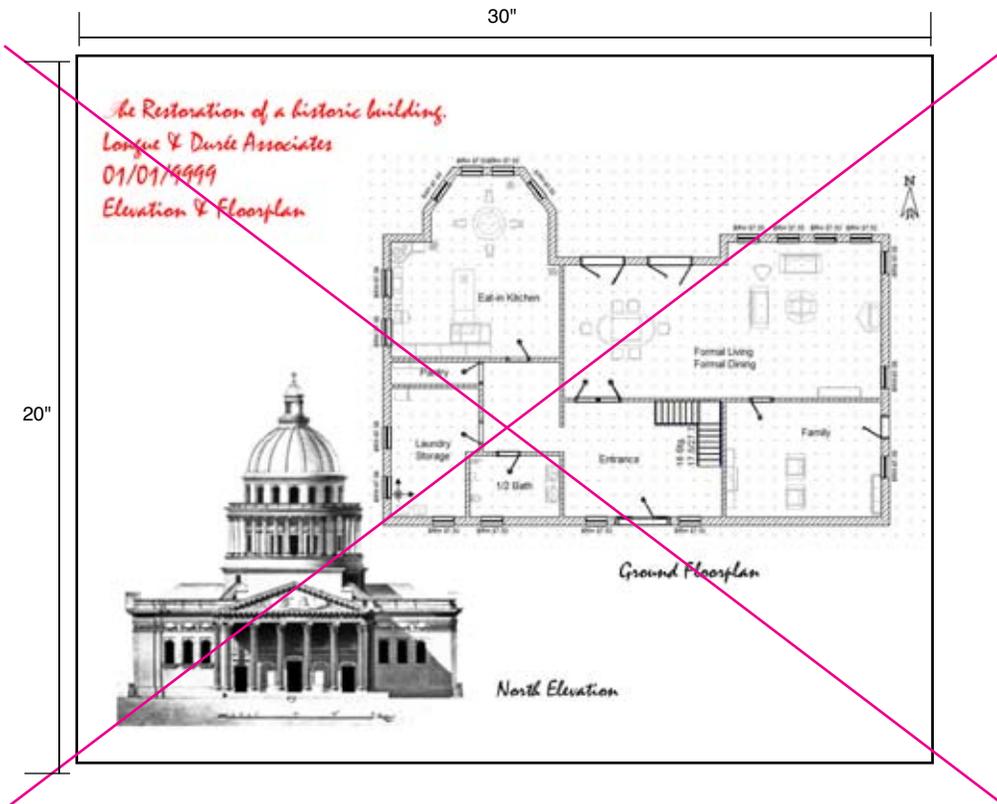
01/01/9999 Hoffman & Gottschick Partners
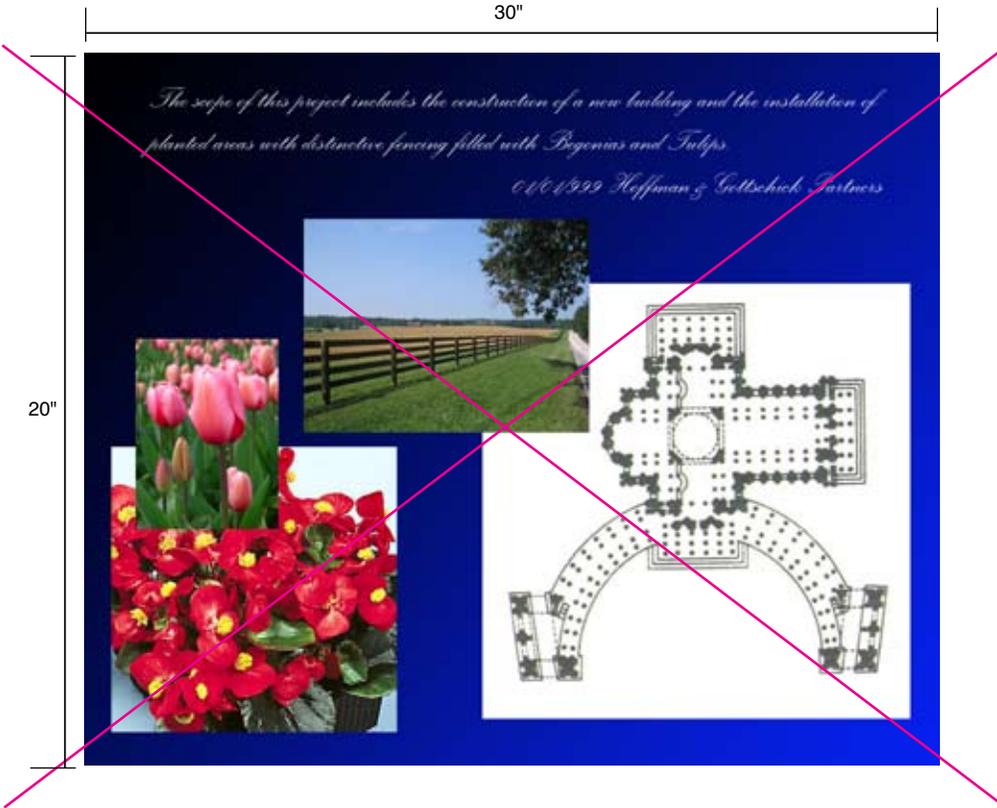
This board does not meet requirements because:

- Incorrect board size
- No title block
- Overlapping images
- No white border
- Use of script font
- Font size does not meet minimum size requirements

Incorrect Example B

30"

20"

The Restoration of a historic building.
Longue & Durie Associates
01/01/9999
Elevation & Floorplan

Eat-in Kitchen

Formal Living
Formal Dining

Pantry

Laundry
Storage

Entrance

Family

1/2 Bath
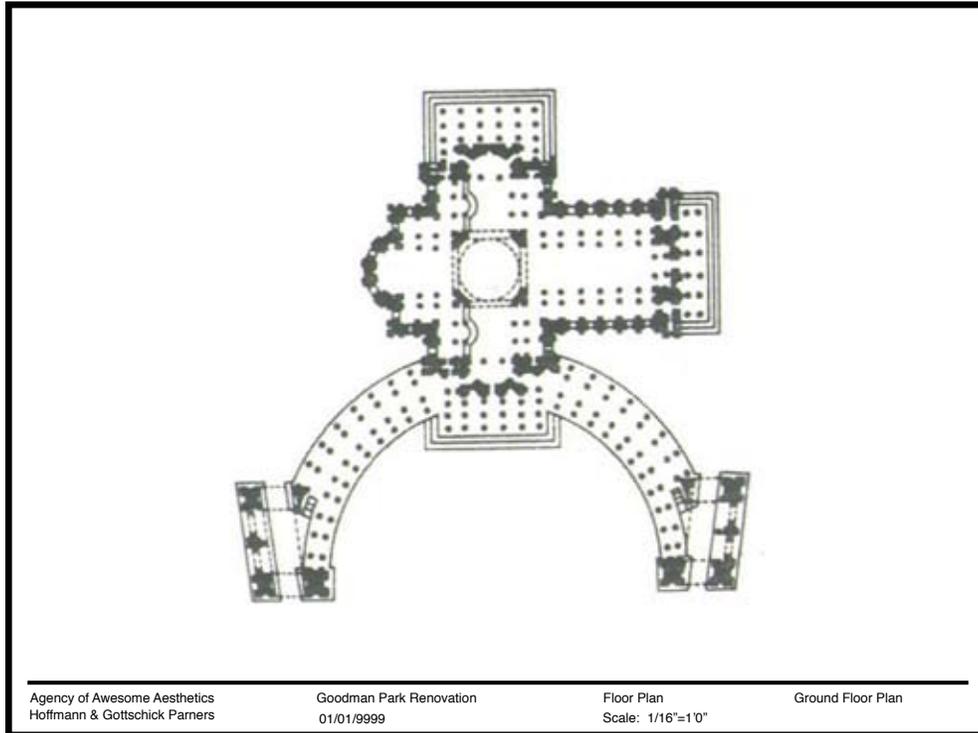
Ground Floorplan

North Elevation

This board does not meet requirements because:

- Incorrect board size
- No title block
- Multiple complicated images on one board
- Use of handwritten font
- Font size does not meet minimum size requirements

Correct Example A

40"

30"

| Agency of Awesome Aesthetics | Goodman Park Renovation | Floor Plan | Ground Floor Plan |
| Hoffmann & Gottschick Parners | 01/01/9999 | Scale: 1/16"=1'0" | |

The corrected boards:

- Are the correct board size
- Include a title block
- Place all materials and samples on a separate board, properly laid out
- Include a white border
- Utilize all required fonts at their minimum sizes

40"

30"

Above: Fence
Top right: Begonias
Bottom right: Tulips

| Agency of Awesome Aesthetics | Goodman Park Renovation | Material Reference | Proposed Park Plantings |
| Hoffmann & Gottschick Parners | 01/01/9999 | Scale: N/A | Park Furniture |

Examples

Correct Example B

40"

30"

| Agency of Awesome Aesthetics | Historic Building Restoration | Elevation | North Elevation |
| Longue & Durée Associates | 01/01/9999 | Scale: 1/16"=1'0" | |

40"

30"

| Agency of Awesome Aesthetics | Historic Building Restoration | Floor Plan | Mezzanine Floor Plan |
| Longue & Durée Associates | 01/01/9999 | Scale: 1/16"=1'0" | |

The corrected boards:

- Are the correct board size
- Include a title block
- Place the two drawings on separate boards for greater legibility
- Utilize all required fonts at their minimum sizes