

**MASTER GARDENERS SPEAKERS BUREAU  
PROCEDURES FOR CREATING POWERPOINT PRESENTATIONS**

1. Topic—must be approved by the Chairman of the Speakers Bureau (**SBC**), Tri-C Encore or the Library Committee, in consultation with the **SBC**.
2. The presentation must be a PowerPoint presentation and must incorporate the Ohio State University branding requirements.
3. When the presentation is ready, email it as a PPT attachment to the SBC who will check for the branding elements and do general editing regarding spelling, punctuation, grammar, etc. If a plant's Latin name is included, it is expected that the creator will assure proper italics are used.
4. The SBC will edit the presentation and then send to the ANR Educator who will require about three weeks to review the presentation as to proper horticulture information. The SBC will copy the initiator and attach the edited version for both people.
5. The ANR Educator will then send comments to the initiator and to the SBC.
6. The initiator will make changes as requested by the ANR Educator, resend to the SBC for second review.
7. The SBC will then edit and resend to the initiator and to the ANR Educator as a **FINAL COPY**.
8. The initiator is expected to also write a description of the presentation and, along with a suitable photograph, send to SBC for editing. The description and photo will then be sent to the Website manager for inclusion on the MGCC website as another option for the public to choose.
9. Handouts and scripts are encouraged but are not required to be reviewed by the SBC. If asked to do editing, that can be done.



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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