

**Guidelines for Handouts and Presentations**  
**Annual Town Meeting and Special Town Meeting, May 2024**

**Presentations:**

Due to the technological challenges related to holding Town Meeting outside under a large tent, there will be no audio-visual information or presentations at the May 2024 meetings. This includes presentation by article sponsors and petitioners. Motions will be provided in a motion book you will receive at check-in.

**Handouts:**

There will be tables in the check-in area for all printed materials. No materials can be put on chairs. No materials can be handed out person-to-person in the lobby, under the tent or directly outside the main entrances.

All materials must meet the following requirements:

- All materials need to be reviewed and approved by the Moderator to ensure they meet the guidelines.
- Materials need to be electronically submitted by 4 p.m. on May 1 for review and approval.
- Materials must be printed on white paper and in black and white to avoid confusion with the colored voting slips.
- Materials need to clearly state who prepared them; the date they were prepared; and, a contact name and email.
- Materials in a quantity sufficient for all voters likely to attend the meeting need to be provided so that all voters have access to the same information. While we cannot know how many will attend, we have been planning for approximately 1,000 voters.
- Materials need to be put out on the table (s) prior to the commencement of check-in. The Moderator will let you know the exact timing of drop off when they approve your materials.
- All materials must directly pertain to warrant articles.
- No commercial or business or election related materials are allowed.

Please reach out to the Moderator if you have questions and to submit your draft materials for review. Email to [moderator@truro-ma.gov](mailto:moderator@truro-ma.gov).