Guidelines for Regents Item Graphic Packages and PowerPoints
Version – 12/14/2016

Purpose
The purpose of this document is to provide guidance on 1) the Graphics Package that will be an attachment to Regents item and 2) the PowerPoint that is presented at the Regents meeting. With the creation of the Finance and Capital Strategies (FCS) Committee, there are more items being presented within a limited timeframe.

Submittal Timing
The draft Graphics Package and PowerPoint submittal date is at the time of item submission to UCOP. This will allow adequate time for review of the Graphics Package and PowerPoint prior to review meetings with the campus.

Design Graphics Package Guidelines
The design graphics package should not exceed ten (10) pages. The following are suggested images that communicate the overall project design:

1. **Campus location map** (include north arrows where applicable)
   - Show the location of the project on the campus in the context of major campus landmarks, special features, districts or neighborhoods, circulation and campus organization. If project use is consistent with the LRDP state this in item.
   - If an LRDP amendment is required, show in separate graphic.
2. **Project Site Plan** (include north arrow and graphic scale)
   - Show the first floor plan, landscaping and adjacent buildings and features. Label major elements.
3. **Floor Plans**
   - Color code floor plans for different uses.
   - Label important features.
   - Keep graphic simple and easy to read.
   - Show sample floor plans for repeated floors.
4. **Elevations/Sections** (depending on building complexity)
   - Show at least two elevations to explain the composition of the project.
   - Color accurately to indicate materials and textures.
5. **Perspective Renderings**
   - Renderings should be accurate depictions of the project, not interpretive.
   - Colors should accurately depict materials.
   - Rendering perspective should be from ground level, not a bird's eye view.
6. **Exterior Design Materials**
   - Show colors and materials – may be combined with other graphics.
7. **Landscaping and Infrastructure** (if significant to project scope) and not shown on Site Plan graphic.
8. **Sustainability**
   - Sustainable project features and compliance with the UC Policy on Sustainable Practices

FCS PowerPoint Guidelines
The PowerPoint for the FCS Committee can be up to five (5) slides. Some projects have combination approvals: Budget, External Finance and Design/CEQA. In these cases, PowerPoints will need to provide information on the Budget and Scope of the project, and Debt Metrics along with Design information. The following are general guidelines to inform the preparation of the PowerPoint:

1. Number slides
2. Title slide is not required
3. Minimize slides consisting only of text
4. Make sure text and legends are legible when reduced to 8 ½ x 11 format, on an iPad, and projected as a slide (the Regents now receive their meeting packets electronically and are given iPads on which to view them)
5. Have elevations at an adequate scale for depicting the design of the facades
6. Do not need slide at the end saying "End" or "Discussion" or repeating the project name