

The background information should contain as many paragraphs as needed to convey information to the regents; however, every effort should be made to include only information that is pertinent to the item under consideration.

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Margins:

Left: 1.5"
Right: 1"
Top: 1"
Bottom: 1"
Header: .5"
Footer: .5"

Page numbering:

The Consent Agenda and Information Agenda begins with page 1 and is numbered consecutively through the Information Agenda. Each page is numbered at the bottom of the page (.5" from the edge of the paper, centered)

Header:

This is the date of the meeting, e.g., 8/10/2001, 12/13-14/2001. It is .5" from the top and ends flush with the right margin.

Type font:

Fonts and sizes to be used are as follows:

Captioned paragraph: Arial, 14 pt., bold, underlined
Approval line: Arial, 10 pt.
Request paragraph: Arial, 12 pt.
Background Information: Arial, 12 pt.
Header: Arial, 10 pt.
Footer: Arial, 12 pt.