

## INSTRUCTIONS FOR CITY MEETINGS

### Review Process for Electronic Files

#### City Manager's Office

723 S. Lewis Street/P.O. Box 1449  
Stillwater, Oklahoma 74076-1449

Office: (405) 742-8209  
Fax: (405) 742-8208  
Web: [stillwater.org](http://stillwater.org)

contact information

Name (PRINT): \_\_\_\_\_

Company/Business (IF APPLICABLE): \_\_\_\_\_

Address (INCLUDE CITY): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check One:     Stillwater City Council\*     Stillwater Utilities Authority (SUA)     Planning Commission  
                   Board of Adjustments             Board of Drainage Appeals

Meeting Date: \_\_\_\_\_

**\*FOR STILLWATER CITY COUNCIL ONLY:** Everyone who wishes to speak at a city council meeting must also complete and submit a "Request to Speak" form. "Request to Speak Forms" will be accepted until 15 minutes before the start of the meeting by a designated city staff person outside the Council Hearing Room.

instructions

### HOW TO SUBMIT ELECTRONIC FILES (Email is preferred.)

1. NOTE: The City of Stillwater will check the files for viruses or other harmful components. We will let you know by email if files are approved or not. You will have one day to submit new files. Your files will be available on the Council Hearing Room's computer on the day of the meeting.
2. DEADLINES: For **Monday meetings**, all electronic files must be received the **previous Thursday by 5 p.m.**  
For **Tuesday meetings**, all electronic files must be received by the **previous Friday by 5 p.m.**  
For **Thursday meetings**, all electronic files must be received by **previous Tuesday by 5 p.m.**
4. ACCEPTED FILE FORMATS: .pdf, .jpg, .mov, .wmf, .ppt (PowerPoint),
5. HOW TO NAME FILES:
  - a. File names should be <lastname.firstname1.pdf>, <lastname.firstname2.jpg>, <lastname.firstname3.ppt>.
  - b. Continue numbering for all files.
  - c. If files are for a company or business, the files may use the <company name> instead of <lastname.firstname>.
6. TO SUBMIT BY EMAIL:
  - a. Make the email message's subject line: "REVIEW ELECTRONIC FILES"
  - b. Attach the completed "Review Process for Electronic Files" form and all electronic files. Email messages must be under 7MB.
  - c. Send to the following email address: <review\_elfiles@stillwater.org>. Files must be received by the deadlines listed above.
7. TO DROP-OFF or TO SEND BY U.S. MAIL:
  - a. Address: Review Files, C/O Brad Stewart, Municipal Building, 723 S. Lewis/PO BOX 1449, Stillwater, OK 74076
  - b. Enclose completed "Review Process for Electronic Files" form and all electronic files on a DVD or flashdrive (aka jumpdrive or thumbdrive).