

FORMATTING REGENTS' ITEMS

General

Item Title	Exactly matches Agenda Title
Committee	Assigned to the proper Committee
Session	Assigned to the proper session (open, closed, Regents only)
Action	Correct, and has a clear and separate recommendation
Executive Summary	Page 1 of all items except salary and one page items
Attachments	Submitted in pdf format and "(Attachments)" noted at the end of the item
Release Language	Appropriate statement on all closed session items

Formatting

Overall format is correct (outline format, margins, fonts, etc.)

Dates in headers are correct

Headers are correct

Item title is all caps, bold

Title is on page 1 only, not repeated on page after executive summary

Item type (action, discussion, etc.) is all caps, bold, underlined, and centered on page 1

Headings (Executive Summary, Recommendations, etc.) are all caps and centered

Subheadings are in bold italics

Item number font is 36 Bold

Margins are 1" left and right, 1/2" top margin for item number and headers

Spell out "percent"

Dashes should look like this – Space after preceeding and following word, dash is an en dash

Million dollars should be spelled out: \$1 million, \$1.5 million