

# ***The Villages***

## **Candidate Statement Guidelines for the Association, Club and Homeowners' Corporation**

### **As part of the election package**

Candidate resumes/biographies will be included as part of the election package.

Candidate resumes/biographies are limited to 250 words.

As we must print candidate biographies as submitted please proofread carefully and use the following format:

**Paper** – 8 ½ x 11” and white in color

**Font** – Ariel; size 14 with corporation and candidate name in ALL CAPS  
and corporation and candidate name and address in **bold type**

**Margins** – 1” for top, bottom, and side margins

**Alignment** – Justify

**Heading** – State corporation on first line followed by *and Nominee for*  
*Director*, then candidate name and address

**Spacing** – Single spacing for text with double spacing between heading  
and paragraphs

*Please contact Julia Meadows at (408) 223-4634 if you have any questions or concerns.*