

Guidelines for making Posters and Charts for Public Presentations

Posters and Charts help to...

- summarize steps or important points
- guide a 4-H'er during the presentation
- present information, such as a recipe
- emphasize important points in the presentation
- show a reduced scale model when a full scale model is not practical
- show detail
- show a cross section
- supplement the presentation

Posters and Charts are...

- neat, easy to read, and colorful
- simple in design, not crowded
- eye catching and legible
- Size: -1 inch letters can be view at 30 feet
-2 inch letters can be viewed at 60 feet
-use black or blue ink/ marker for lettering
- Style: -free hand lettered or computer printed, carefully pasted to a poster board
- stick to one style font so the poster or chart is not too busy
- Spacing: - leave enough space between lines for easier reading
-free of large blank spaces
- easy to handle and transport

Designing the poster or chart...

- sketch a rough draft on paper first
- use pencil to draw lines and layout on a poster
- use upper and lower case letters
- avoid crowding too much information on one poster
- use colors and pictures to contrast the lettering and add interest

Using the poster or chart during the presentation...

- keep one poster visible at a time
- use the poster(s) instead of note cards for visual cues to keep you on track during the presentation and during the conclusion
- save the poster in case there is an opportunity to do the presentation again