

Creating signage for Event

Identify your event

Its important for your guests to know they've arrived at the right event, and location.

Be sure to have placed one sign outside the main event area.

Instructions:

1. Use the template on next page
2. Edit text with your own information
3. Be sure to indicate all elements as shown
4. Add "Private" if applicable
5. You can add an additional logo, if applicable
6. Print in color
7. Place sign on foam core (hard card stock)
8. Do NOT place sign directly on walls or doors
9. Place sign on a wooden easel
 - a. You can request easel from Facilities Management
(Maximo work order)

Thursday, April 16, 2017

**Workshop for
International Students**

Room: H-767

Hall Building

Time: 7 p.m. - 8:30 p.m.

Organized by:

International Students Office

