EVENT TOOLKIT

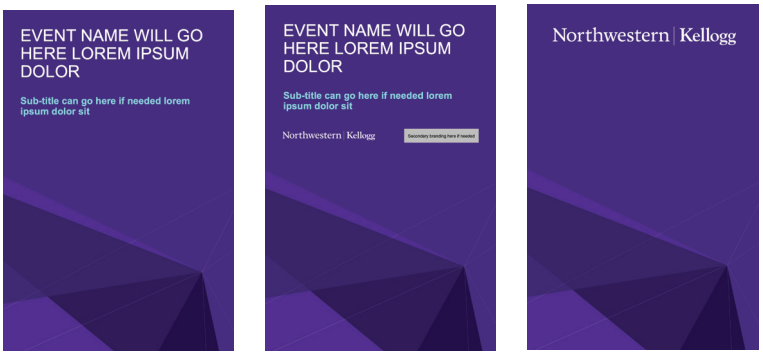
FULL-LENGTH PODIUM SIGN TEMPLATE USER GUIDE

This PowerPoint template is for full-length podium sign and is sized to fit the clear acrylic podium used at events. The template contains three layout options: one option with event name, second option with event name and logo, and third option with just the Kellogg logo.

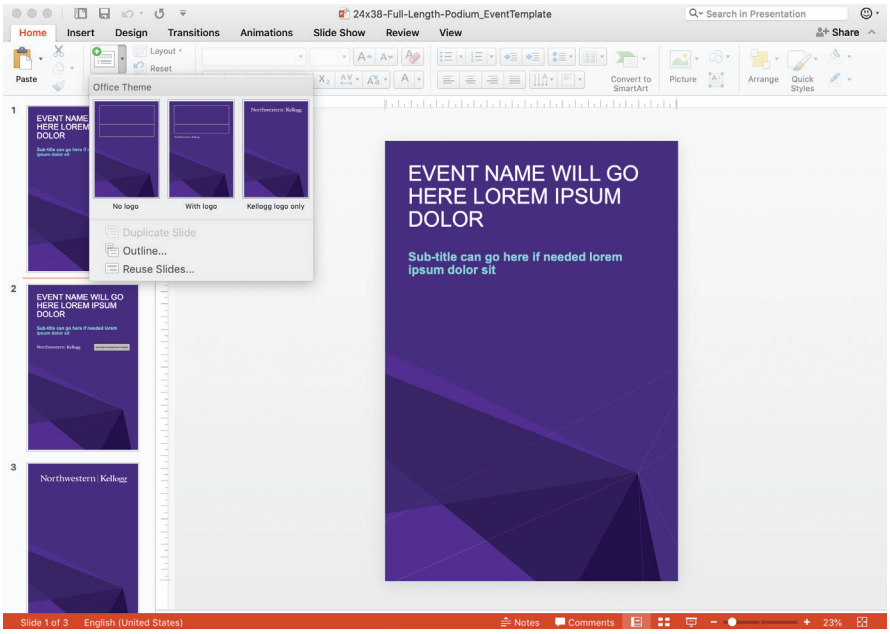
Editing the file:

1 Open the PowerPoint Document

2 To replace the example slides double click the placeholder text and insert your text.



If you need to create more than one sign, select the desired layout from that dropdown



Printing the file:

1. Save file as a PDF. The file will save out to the correct size of 24x38 inches, which is the size of the clear acrylic podium used for events at Kellogg.

2. To get the file printed, send an email to Quartet Copies in Evanston at **production@quartetdigitalprinting.com** with instructions below. The cost of printing will be roughly $85 (this is a ballpark estimate and will changed depending on quantity). Please contact the vendor for accurate estimate for your needs.

   Print on a matte sheet without lamination and mount it on a foam core. The final size is 24x38”. Please include a strip of Velcro.

   Provide delivery address and chart string #.