EVENT TOOLKIT

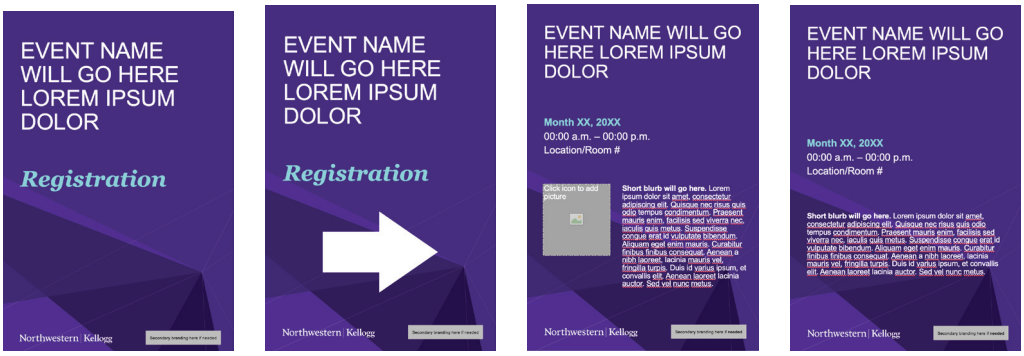
POSTER TEMPLATE USER GUIDE

This PowerPoint template is for event poster. The template contains four layout options: two directional signage and two event/speaker promotion. For all template options, there is an option with logo and without logo. If an event has a co-organizer or a sponsor, please use the logo version. If the event is hosted by Kellogg and takes place on campus, please use the no logo version.

Editing the file:

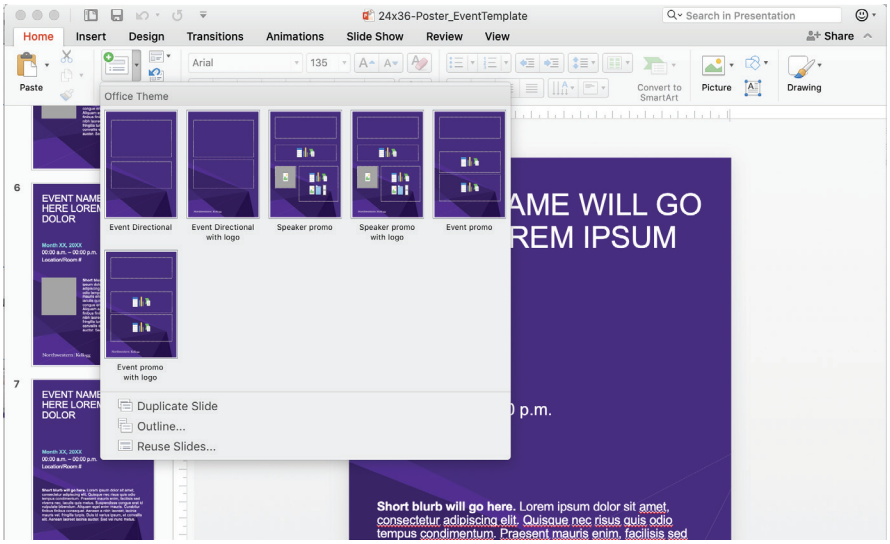
1 Open the PowerPoint Document

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



3 To insert a new slide with your desired layout, select the “New Slide” drop down from the top ribbon

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 24x36 inches.

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 between $55-85, depending on final quantity. For accurate estimate for your project, please contact the vendor.

   Make XX copies on a matte sheet without lamination and mount it on a foam core. The final size is 24x36".

   Provide delivery address and chart string #.