

Bulletin Board Requirements:

- 800px wide x 600px high (4:3; landscape)
- png or jpg format (NOT pdf)
- less than 500KB filesize
- less than 50 words
- no lettering smaller than 30 point
- use a simple sans-serif font; Arial is good
- use very simple graphics, in high-contrast with the font (light letters on dark background, or vice versa)
- print out should be readable from **10 feet away, in 10 seconds**

Your content **should** contain:

- Short name or title of the event or announcement.
- Name of the organization hosting the event
- Day of week, date, time, and duration of the event.
- Location of event.
- Brief summary of event.
- “For more info:”, your phone, email, website.

Your content should **not** contain:

- Any reference to fees, ticket prices, costs, dollar info etc. Instead, say “For more info ...”

Here is a nice example of what your bulletin board submittal should look like:



A good example of what your submitted bulletin board should kind of look like.

We cannot accept PDF files for the Bulletin Boards. Please convert them to jpg/jpeg files.