

Bulletin boards are useful tools for **spreading information & encouraging a sense of community.**

However, they can also be incredibly **ineffective** if assembled poorly.

Follow these tips to help your bulletin boards have the effect you desire!

1. **TOPIC SELECTION:** focus your attention on a single theme or subject. Keep your general message short and to the point.
2. **MATERIAL BACKGROUND:** don't let the background be too distracting, but consider using texture to stimulate interest. You may consider using fabric as your backdrop; it will last longer than paper!
3. **DISPLAY MATERIAL:** the items on your board should tie everything together. Consider adding decorative touches or including 3D elements!
4. **ARRANGEMENT:** consider the placement of the materials through the eyes of the viewers. Try to arrange elements from left to right and frame the important pieces of information to help them stand out. For more informal content, consider playing with asymmetry for another layer of interest.
5. **LETTERING:** make sure the font is just the right size to be read from a couple of feet away. Make sure the font type is appropriate and doesn't overshadow the rest of the board. Too many words? Consider representing some of the information visually, such as in charts, pictures, or diagrams.
6. **COLOR:** let your use of color enhance the presentation and flow with the rest of the components.

