How to Plan a Poster Exhibit

**Prepare**

**Ask questions:** How many posters will be displayed? How many students and guests will attend? Will it be a competition or an exhibit? What is the evaluation metric? Do you need judges for assessment? Will there be prizes?

**Consider logistics:** What location fits your required outcomes? In class or exposed to campus-community? Size of posters? Accessibility for department colleagues or the public? Audio & visual equipment needs? Refreshments? Fire safety? Time allocation?

**Campus partners can assist:** Facility Management Division can advise on locations, room availability, costs, and features including poster boards & tables. ICT Services and Support can provide audio visual equipment if it is not included in the selected room/space. If you plan to offer refreshments, consult early with Culinary Services. Book rooms via 25Live through PAWS.

**Timing**

Select a date and time (and an alternative option). Is it best to host the poster exhibit during regular class or lab times or choose a separate event? Consider when, within the course curriculum, a poster session make the most sense (early? middle? right at the end?). Keep in mind other campus events, students’ and colleagues’ schedules, and your own obligations.

A minimum range of three hours may be necessary to allow students to present their poster, the campus community to take in the exhibit, and for students to participate in light of other classes and commitments.

**Enlist others**

Delegate or enlist assistance from others including students, research coaches, the Undergraduate Research Initiative staff, and administrative staff from your department. Consider sharing the burden with other FYRE faculty, to develop a multi-FYRE session – a great idea both within, and between, departments.

Create a budget with projected costs, a timeline, and a checklist. A budget supports funding applications. The *Gwenna Moss Centre for Teaching and Learning* allocates the *Experiential Learning Fund*, the Sustainability Office has *Project Funding*, and the *Community Engagement and Outreach Office* has funding for *Special Project Support*.

**Advertise**

Create and circulate a notice of the event. Invitations, posters, plasma screen displays and PAWS announcements, press releases and invites/requests for speakers, judges, dignitaries, and media should be designed, printed, and/or disseminated (at minimum) a couple of weeks in advance.

*The day of the event, celebrate student FYRE accomplishments!*

*Questions? Call Merle Massie at 966-7127 or email merle.massie@usask.ca*