Staycation Explanation

Billboard

1. Choose a colored poster board for your billboard—you can find them on the back table in my room.
2. Lettering
	1. If you want Mrs. Rees to cut out your title lettering, first choose which font you want to use.
		1. Go to Word, type in the word you want, and try lots of different fonts until you choose on.
		2. Remember that the word will be cut out of paper. So fonts with lots of distressing on it won’t work.
		3. Come see Mrs. Rees.
		4. Pick a colored piece of construction paper from the pile by her desk.
		5. Be sure to pick a color that highly contrasts your poster paper.
		6. Tell Mrs. Rees your font and your word and she will cut it for you.
		7. When it’s complete, she will call you over to pick it up. If it’s toward the end of class, ask for a paperclip so you can attach the letters to your posterboard until you are ready to glue them on.
	2. If you want to do your own lettering, you can either write it on with marker or you can print it out from word and paste it on.
3. Images
	1. Find images online and copy and paste them into word. Then print.
4. Wording
	1. Type your wording up in Word. Choose different fonts and colors.
	2. If you want to print on colored paper, let Mrs. Rees know and we can work that out.
	3. Print and cut them into the shapes you need.
5. Logo & Slogan
	1. Make sure to include your logo and slogan, as it’s required!
6. Putting it together
	1. On the back table there is two kinds of glue—rubber cement and glue stick. Use glue tick for lettering and rubber cement for everything else.
	2. If your letters are particularly delicate (a thin, loopy font for example) talk to Mrs. Rees about getting sticky put on the back with her special machine.
7. Storage
	1. At first you can store your poster on the top of the tall file cabinet in Mrs. Rees’ room.
	2. At any point—even before it’s finished—you can put Velcro on it and put it up on the wall. There is a cup with squares of Velcro on the table for this purpose—one on each corner. PLEASE THROW AWAY THE PART YOU PEAL OFF!!!
8. Names
	1. Make sure you have written your team number on the back—not on the front.