



Event-in-a-Box

Sign Facilitator

Portable signs to support events: As part of the Event-in-a-Box project, county and district offices and research sites received an 18- by 24-inch, two-sided metal sign (similar to a real-estate sign) to help identify – and direct – attendees to event sites. Some units ordered 6- by 24-inch, two-sided signs (similar to a SOLD sign) with their unit name that attaches to the larger sign. Banners and metal signs were ordered from JS Sign & Awning in Manhattan, 785-776-8860.



Banners: K-State Research and Extension offices and research sites also may reserve and check out a 3- by 8-foot vinyl banner for use at events. The banners are purple and white and suitable for indoor and outdoor use. Please call or e-mail your area office to reserve the banner and make arrangements for pick-up or other delivery.



Basic program flyer: The Event-in-a-Box kit and the CD include a template for a basic event flyer. Type in your information and use the flyer to promote an upcoming event. Feel free to add art or a digital photo.

Directional arrows: The Event-in-a-Box kit and CD also include art for printing directional arrows to guide attendees to events. To use, print the arrows; cut and paste on poster board or cardboard before nailing the arrow to a wooden stake, such as inexpensive, re-usable, stakes sold in hardware stores and lumberyards. Arrows also can be punched and wired to fence posts with pliable wire such as picture-hanging wire.

You're invited!

Name of Event

Date

Time

Place

For more information, contact:

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