

MAKING A FLIER

If you are running an outing, you should make a flier to hand out and be able to go online. The following are a few things to help you get started and make sure that you can post it on the website.

- The fliers on our website use PDF files. However you will be using Microsoft Word to make this flier a DOC file. This files is easy for the webmaster to turn to a PDF, and available for downloading.
- When you make the flier, you should make the events name in big letters, so it's easy to read. Think of a news article in a news paper this title should basically describe the event and spike interest, but shouldn't be more than 2 lines.
- Having a subtitle with the information like date, time, and meeting place always helps.
- In the article write a brief summery of the event. People are most interested in the first few lines of a paragraph, make sure that the following questions are answered then
 - Who- Who is the leader (adult, and youth)? If I had any questions who should I call?
 - What- What are we doing? What is the event?
 - When- When is this event? How long will it be?
 - Where- Where are we going to meet? Where is the event? How are we going to get there?
 - Why- Why should I go? How will it benefit me?
 - After that you may describe more about the event; what the program will look like; have we done a event like this before, and if we have, what will be different, how did people like that event.
- A picture says 1000 words! If we have done an event like this before, find a picture with a scout that everyone or at least mostly everyone should know. If we haven't; has another troop? Do they have any pictures? Remember to find a photo that say, "They are having fun." Smiles are signs that they are having fun.
- Make the flier interesting.
 - Fonts can be changed. Don't do this too much though. And make sure it's a readable font, that's not too crazy
 - Important facts could be in different colors, this helps people skim as well as make it appealing.
 - People want to read things they can read. Make the font size readable for people of all ages.
 - Word Art as a title can be fun too. But make sure they are in the printable margins of about ¼ inch off all sides of the page.
 - Shorter can be better, as long as they cover all the facts and leave people informed.
 - Equipment lists can be added to a second page.
- If you need to make a equipment list, go to the resource page on the website and download the template.
- www.denvertroop199.org
- Once your done with the flier, you may print it in the scout office, and email it to Denvertroop199@gmail.com

Beaver Patrol Meeting

Beaver Patrol Meeting

At the Bowling Alley, 600 S. Broadway on Saturday at noon.

The Beaver Patrol will be holding their calendar planning meeting this **Saturday March 28th at the Bowling Ally at 600 S. Broadway** at noon, across the street from the Conoco gas station. All Beaver Patrol members are expected to come. If you can not attend or have any questions **contact Joe Smith (ASM) at his home (303)-555-5555, or Johnny (patrol leader)**. We will be planning the next month of troop meetings, so bring ideas of events and activities that we can possibly do. After we plan the calendar, we are going to bowl for about 1 ½ hours, so **plan for the event to end around 3:30 pm**. See you then!



Things to notice about the example:

- The patrol Leader's first name is on the flier, but not his last or his contact information. This is to comply with rules set down by the BSA, however the ASM's contact info is on there. This is with their permission. Remember looking up information on the roster isn't hard. You can do it, or others can to, it depends on if the adult gave you permission to use it.
- The fonts are only different between the title, sub title and paragraphs. If there were multiple paragraphs in this flier, they should be the SAME font.
- The font is readable, and is NOT times new roman; avoid the "textbook" feel.
- The font is big enough, that it is easily read.
- The default font color is black, and that is obvious, but certain facts are highlighted with different colors. The default can be different, but make sure that most of the paragraph is that color except for a few facts. Those facts are all different colors themselves, this too makes it interesting.
- The picture is of a calendar, this tells the reader that the outing has something to do with a calendar. If off to one side and is in the article where it is seen and easily read around.
- Times are addressed with the A.M. and P.M., as well as the words such as noon and midnight are used, this is to avoid confusion.
- The flier is warm and welcoming.
- Landmarks are used to explain were the meeting place is.
- If you need any help or what to know any tricks about Microsoft Word, just email the webmaster.

