

Guidelines for Posters and Notebooks

Notebook

Use a standard 8 ½ x 11 inch paper. If larger sizes are needed they must fold to fit correctly inside the binder. The information must meet the requirements and objectives for the individual project. The materials included in the notebook need to be educational, both for the youth and the audience. Pictures, graphics and artwork are encouraged. All work must include references.

Poster

As you complete your 4-H projects, several things are happening all at once, learning new skills, developing your talents, expanding your knowledge, and having fun. The poster provides an excellent opportunity to share the skills and talents that have been developed through the completion of your 4-H projects. The poster communicates your thoughts, what you have learned and it educates the viewer. All 4-H projects that require the completion of a poster has varying guidelines to assist in the construction of the poster. However, the ultimate goal is to communicate lessons learned throughout the completion of the project. References must be cited. This information can be displayed on the front of the poster or listed on the back at the discretion of the 4-H'er.

Things to consider

- Who is the viewer? Judges, 4-H members of all ages, parents, fair goers.
- What do you want to share?
- What do you want the viewer to walk away with? General information, desire to take action, etc.
- Limit the number of ideas.
- Do the layout on scratch paper first.

A successful poster is appealing to the eye, communicates clear messages or ideas and stimulates an interest in the topic.

Exhibit Requirements for Posters

Poster projects must be **22" x 28"** mounted HORIZONTALLY (only) with a firm backing, and must be covered with clear plastic or other transparent material (not cellophane wrap) to protect the exhibit. The title should be placed according to project exhibit requirements or use your creativity when requirements are not specified. Be creative in your color selections unless the project description requires white poster board. (Read project requirements completely.)

Backing: A stiff backing is required; any material that will support the poster so it will not bend. Examples: Very stiff cardboard, foam core, plywood, or Masonite 1/8" thick. **CAUTION! Not all pre-cut commercial foam core is 22" x 28" and different sizes are not acceptable for fair displays.** The Extension Office offers poster board and coverings for sale.

Mounting Adhesive: Rubber cement is the best form of adhesive; it does not leave marks and will not wrinkle paper. White glue should be used only in cases where wrinkling or damage will not occur. Double stick tape is best for mounting leaves. Scrapbooking supplies also work well for putting your poster together.

Exhibit Tag: The exhibit tag is affixed in the lower right-hand corner of the poster and displayed where applicable. It is approximately 5 ½ "tall by 2 ¾ "wide. Exhibit tags with your barcode will be provided at county fair check in. It is recommended that your print and complete a exhibit tag to use as a place holder on your project. It can also help identify your project at township fair or if your barcode tag becomes separated from your poster.

