EMS Poster Sharing Forum: Checklist

As you work on your Extension Master Gardener volunteer projects this year, we encourage you to think about participating in the EMS Poster Sharing Forum. You can utilize data and photos from the 2019 growing season to begin preparing your poster materials. In order to simplify the process, we recommend the following tasks throughout the year:

- Take photos of the project in various stages (or gather previous photos) to illustrate the duration of the project.
  - Collect media release forms for any photos that include recognizable faces.
- Start gathering financial data to create the budget narrative
- Gather information regarding the number of attendees, progress towards goals, etc.
- Make notes about partnerships as created
- Visit with attendees (or community leaders) to gather information regarding how the project has impacted them or the area.

Application Needs:

(Project Sharing Forum application form (Word)

1. Project Overview – A detailed description of your project, including the project’s target audience, goals, location and partnerships
2. Project Activities – Information regarding how the project was planned and implemented. You can also discuss plans for sustaining the project into the future.
3. Learning and Impacts – It’s important for each project to have a visible educational impact. This portion should describe the learning taking place as part of the project and the resulting impacts to the Extension Master Gardeners, the community and the target audience.
4. Budget Narrative – Financial related information to the costs of the project.
5. Duration of Project – how long the project occurred from start to finish.

Project Poster

1. Once the application is created, utilize all that information as the content on the poster.
2. Include lots of bright and intriguing photos. Use a variety of photographs to show the merits of the projects.
   a. Photo release must be provided for all individuals in the photos or as required by the applicable laws of Michigan. (Download a draft photo release (Word))
3. Poster Specifications:
   a. Size: Minimum of 22” x 28” and a maximum of 4’ by 6’ or on a tri-fold display board.
   b. Font: font size that will be legible and minimum 24 point.
4. Include the State Project Category on the poster.

Questions? Contact Irene Donne (517) 552-6908 donneire@anr.msu.edu. For more information, visit the Poster Sharing Forum website.