

Search for Excellence Posters Guidelines

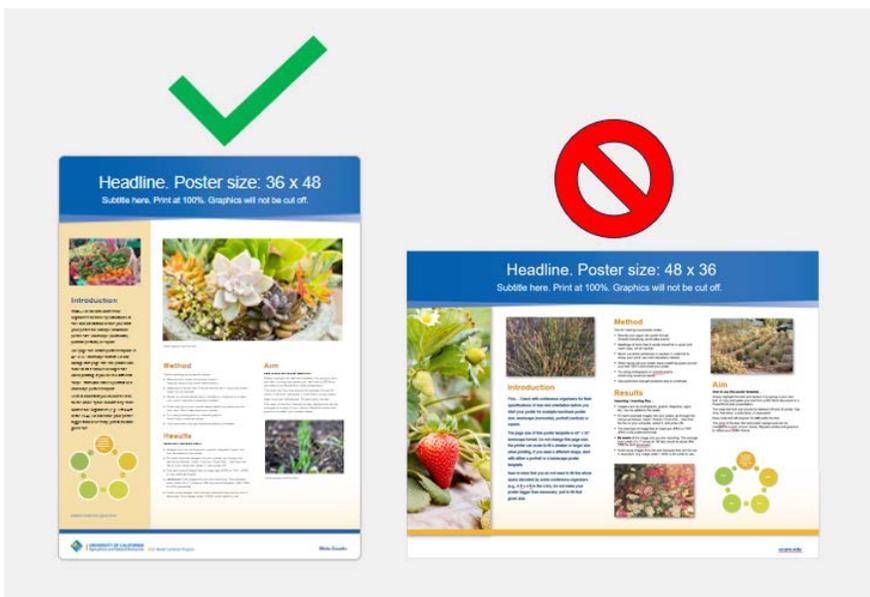
All accepted Search for Excellence (SFE) submissions are eligible to participate in the SFE poster display at the 2023 UC Master Gardener Conference. Please follow these SFE poster steps:

1. Have reserved a poster slot at the conference via the online survey emailed directly to applicants
2. Review the poster guidelines below
3. Use the tools and guidelines provided to create your poster
4. Print poster on foam board
5. Bring poster in person to registration check-in or mail to the conference location in advance (see shipping information below)
6. Pick up poster following conference (posters will not be stored or shipped back)

Poster Guidelines

Posters are to educate and inspire fellow UC Master Gardener volunteers about your project. The poster should connect with viewers, hold their attention and enhance their understanding of the project's goals and impact.

- Poster size should not exceed 48" high by 36" wide
- Vertical orientation is required, not horizontal
- Poster should be mounted or printed on foam board



Poster Template Available

The following template is available to use to create posters:

- 48 x36 Vertical Template
<https://app.box.com/s/w5goekhzkpgy5hzoz56h6nx48ld72p5m>



Logo and Style Guide

Use of official UC Master Gardener logo – UC ANR and UC Master Gardener branding guidelines are to be followed.

- Download Logo:
ucanr.edu/sites/communicationstoolkit/Branding/Logo_Downloads/UC_Master_Gardener/
- Visual Style Guide:
ucanr.edu/sites/communicationstoolkit/Branding/Visual_Style_Guide/Fonts_and_colors/

Preparing Your Poster

- Submitting county is responsible for printing their own poster(s)
- Posters should be prepared with a technical and lay audience in mind, despite the detailed nature of some topics.
 - Include key messages and link to UC Master Gardener mission
- Virtual handouts are encouraged.
 - QR codes
 - Website links
- Please include photos of the project with documentation, county name, information about group, budget, and other information to assist counties considering implementation of your project into their program.
- Not required, but encouraged:
 - Provide an electronic copy in PDF format to UC ANR Program Support Unit so it can be published on the conference website
 - Email: mgevents@ucanr.edu

Shipping Poster to the Conference Location

Follow these directions if you are shipping the poster to the conference location. Otherwise please bring it with you to conference check-in.

The county submitting the poster is responsible for ensuring its delivery to the conference, either in person or via mail. The Granlibakken accepts shipments before the conference, use the provided shipping information below for this purpose. It's important to note that each individual county must make its own arrangements for shipping and cover the pre-paid shipping costs. *Granlibakken does not assess any fees to accept or hold shipments.*

- **Shipping Addresses**
US Postal Service: PO Box 6329, Tahoe City, CA 96145



Fedex or UPS: 725 Granlibakken Road, Tahoe City, CA 96145

- **Address Label**
Granlibakken Tahoe
c/o Master Gardeners Conference
[Name of Person Picking up Packages Onsite]*
Address from above
Tahoe City, CA 96145

*If no one is picking up onsite please direct package *Attn: Danny Won*

Poster Drop-Off

Poster drop-off starts on **Mon., Oct. 2** and ends on **Weds. Oct. 4** at the conference registration/check-in desk.

Poster Pick-Up

Posters must be picked up on **Friday, Oct. 6 by 2pm**; posters left unclaimed will be discarded. Shipped posters may be picked up in person but they will not be shipped back.

Questions?

Email: mgsfe@ucanr.edu

