

Poster Presentation Checklist

- **First Things First: Meet with your faculty mentor/advisor and go over your Research Project and this checklist.**
- Decide: Poster Type (Flat or Tri-Fold?)
- Decide: Poster Size if making a flat poster (24" x 36", 36" x 48" or 42" x 48")
- Discuss: What tactile/kinesthetic components (handout, artifacts, etc.) will accompany your poster?
- Discuss: How will your poster be multi-dimensional?
- Discuss: What multimedia components (including images and graphics) will your poster presentation include?
- Decide: Will the poster have a border?
- Decide: Will the text blocks have borders?
- Decide: Will the poster have a background image or color?
- Discuss: How will you use color throughout the poster?
 - *Note: Saturated color can be used in small sections, but avoid using it as a background or in large sections*
- Decide: Does the poster need a separate methodology section?
- Discuss: What evidence, results, case studies, etc. from your Research Project will you include in the poster?
- Discuss: What will you wear to the poster session?
- Decide: Computer Program (PowerPoint, Photoshop, etc.)
- Set up the poster file(s) to be the correct size or use a template available on the [Celebration website, poster tips and sizes](#).
- Write: Title Block (Name, Title, Date, etc.)
- Write: Abstract
- Insert: Images and Graphics
- Insert: Evidence, Results, Case Studies, etc. from Research Project
- Write: Conclusion(s)
- Write: References
- View the poster either by projecting it on a large screen in a classroom or print it scaled down to 8-1/2" x 11" (In PowerPoints *Print* menu, click *Full Page Slides*, and then check *Scale to Fit Paper*).
- **Get peer/faculty feedback (on multiple occasions) on your poster presentation before the poster session.**