**PRACTICAL RESOURCE 4:**

Event Poster Template

**About this resource**

This poster template has a lot in it. Your poster should not have as much. The template is designed for you to edit to suit your event. You can add, change, and remove any of the symbols and text if you are able to use “Word” tools.

It has been designed by a professional graphic designer. It is copyright free.

You could use it to produce a leaflet or a poster.

**How to use this resource**

**Logo space**

* If you have a logo, paste it into the box marked logo.
* If you don’t have a logo, you could copy any other picture or photo in here.

**Image space**

* Paste a photo representing your place or any other photograph or picture here.
* You can change the size of the photographs or crop them.

**Place Standard Event Title**

* Type in the title of your event here.

**Subtitle**

* Type in a subtitle here. The subtitle tells them why they should come along.

**Everyone Welcome and Join In**

* Select the symbols which best describe the people you want to come along and the sort of event you are running. Delete the rest.

**Date, Time, Venue**

* Type the details for your event in the text boxes.

**Transport, physical access, communication access, parent/carer, food, drink**

* Select the symbols for the things you will provide. Delete the rest. Note – Bus also represents community transport.

**More information and register**

* Type your phone, email, address in the text boxes.
* Paste a QR code if you have one and any other logos in the space provided.

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**Small group**

**Individual meeting**

**Big group**

**Marketplace**

**Children**

**Young people**

**Older people**

**Families**

**Anyone**

**All ages**

**EVERYONE WELCOME**

**JOIN IN**

**PLACE STANDARD EVENT TITLE HERE**

**Subtitle here (e.g. Talk about your hometown  
and your ideas to make it better)**

**Venue**

**Date**

**Time**

**Food and drink**

**Childcare**

**Communication support**

**BSL interpreter / Sign language**

**MORE INFORMATION AND REGISTER**

**Parking**

**Train Station**

**Bus number**

**Hearing support**

**Visual support**

**Ferry**

**Physical access**

**Phone number here**

**Online**

**Visit XXXX**

**QR code**

**Logo**

**Insert logo here**

**Insert image here**