

PLANNING A CONFERENCE?

Below is a list of different items I have been asked to design for nonprofit conferences. Which of these items will you need for your conference?

- Save-the-Date cards
Usually a postcard, often oversized.
- Registration Materials
From one page forms to multipage brochures.
- Flyers
Information to post and email.
- Programs
All the details, with or without ads.
- Folders
To hold the program, brochures, and other materials.
- Tote Bags
To hold all the other stuff attendees collect.
- Logos
Best if it relates to the organizational logo.
- Signage
A fancy word for posters, banners, and other items to display onsite.
- Web Graphics
An entire page for the event, or graphics for an existing page.
- Ads
Promote the event in trade journals, your newsletter, and beyond.
- Awards & Gifts
Range from engraved crystal tchotchkes to custom T-shirts and pens.
- Summary Reports
Share knowledge with those who couldn't attend.

GRAPHIC DESIGN FOR
NONPROFIT ORGANIZATIONS
AND SMALL BUSINESS

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