

BULLETIN BOARD LOCATIONS FOR PROGRAM FLYERS

5-7 DAYS AHEAD - 5 flyers:

- Bulletin board by Lower Level entrance - near elevator
- Bulletin Board in main corridor **ACROSS** from mailboxes - area marked "Auditorium"
- Bulletin Board by Main Dining Room
- Bulletin board outside **REAR** entrance of café (Cumberland side)
- Bulletin board to **LEFT** of Cumberland mailboxes

2-3 DAYS AHEAD - optional - 2 additional copies

- Set up easels for additional display 1) in patio area of Café; 2) near entrance to Main Dining Room (see Judy Hinds re easel set-up - Box #8)

TIP: You can make up color copies on color copier in Computer Lab

TIP: Give 2 flyers to Jan Seiler, Life Enrichment Mgr, for posting in Cumberland & Westmorland

TIP: If you do **ALL** these steps, you will need 9 flyers.