

Color Cause

FOR A

SET-UP GUIDE

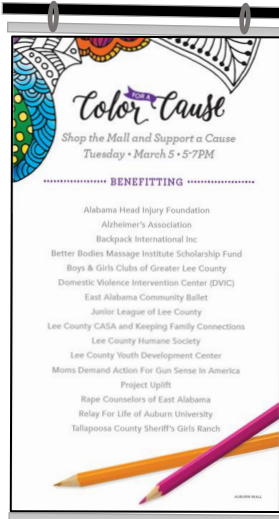
Stage Set Up

Set panels are printed double sided. Upper and lower panel holders should be clipped onto each panel. There will be 3 staples across the top that should stay in the panel. This ensures it does not slip out of the plastic holder. The set panel is longer than the panel holder. Center the holder on the panel. There will be approximately 1" on either side. There will be a white border on the panels. This is intentional. Do NOT attempt to cut off the border.

Peel and stick podium sticker



Organization panels are printed double sided and should flank either side of the stage. Remember upper and lower panel holders on each panel

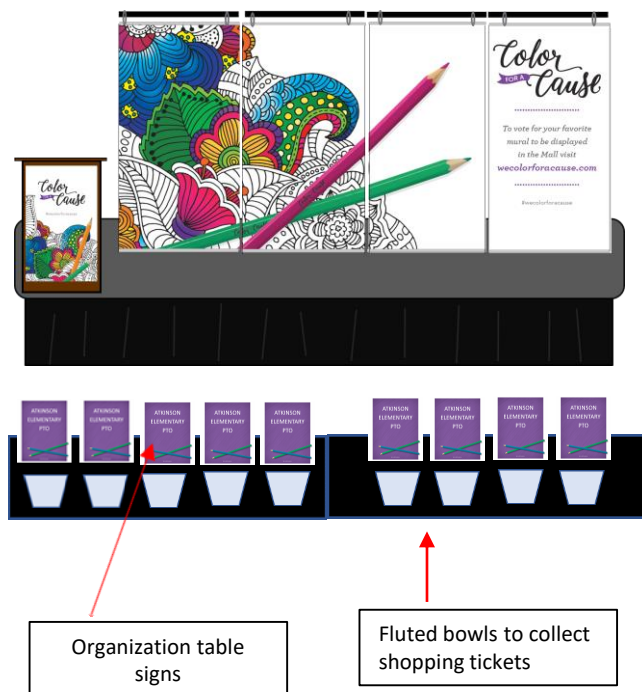


The number of tables in the welcome/ticket station is dependent on the number of participating organizations. All tables should have black table cloths. See next page for details.

Welcome/Ticket Station

Less than 10 organizations

*Use two 6ft or 8ft tables



10-14 organizations

*Use three 6ft or 8ft tables



15+ organizations

*Use four 6ft or 8ft tables



When an organization checks in they come to the station to receive the following:

- Organization speaking schedule
- 2 pencil cups
- 1 electric pencil sharpener
- 3 hand held sharpeners

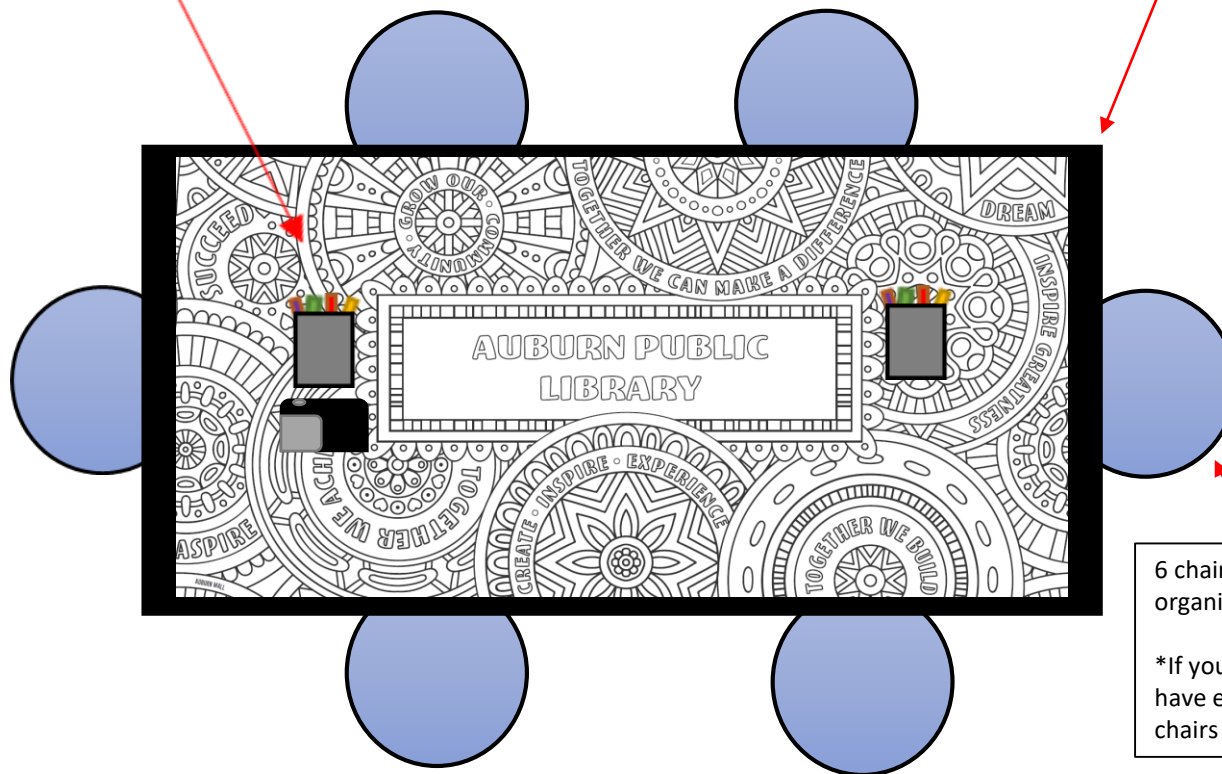
Throughout the event shoppers show their receipt at this station. The receipt is marked with a purple sharpie and the shopper is given a ticket to place in the bowl of their choosing to support a cause. A roll of tickets should be kept at the station.

Organization Table

When an organization checks in they are to receive the following:

- Organization speaking schedule
- 2 pencil cups
- 1 electric pencil sharpener
- 3 hand held sharpeners

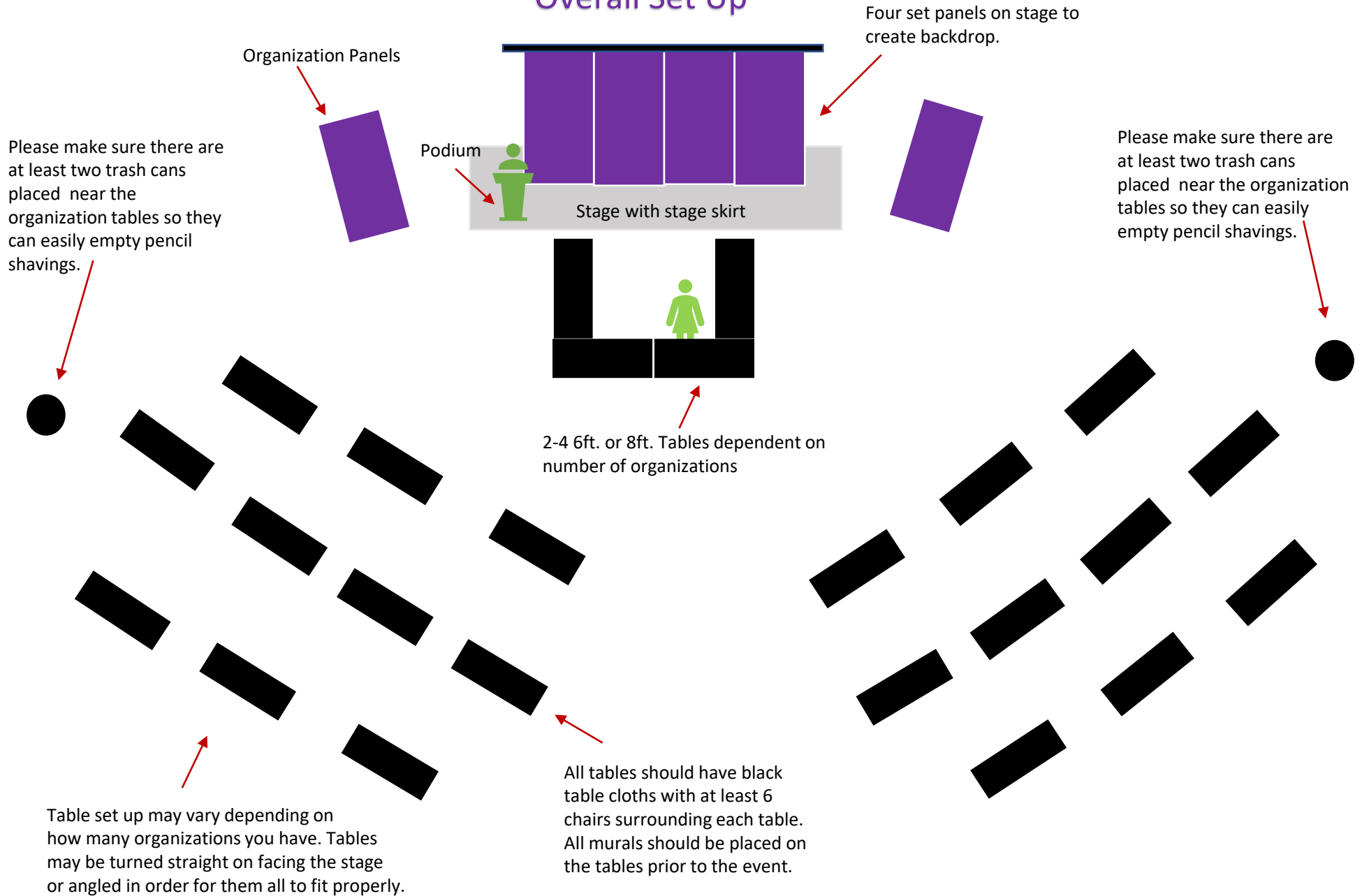
Every organization is allotted one table with their mural placed on the table before they arrive. All tables should have black table cloths.



6 chairs placed around each organization's table

*If you use 8ft tables and have enough chairs, put 8 chairs around the table

Overall Set Up



Event Photos

