

GUIDELINES FOR CREATING A GAPABA EVENT FLYER

FORMAT:

- You can create great flyers using the online software <https://www.canva.com/>, or even on **PowerPoint**
- Please download and share your flyer using PNG and PDF

CONTENT:

- **DATE/TIME:** One Line
- **REGISTRATION PAGE:** Always use www.gapaba.org/events
- **LOCATION:** Either VIRTUAL or in-person. If in-person, please embed with the URL for Google maps directions:
 - To look up a Google Maps URL, open up www.maps.google.com Enter in the address.
 - Click on menu bars for **Share or Embed URL**. Request SHORT URL. You can embed this as a LINK on the address.
- **BASIC INFORMATION ABOUT THE EVENT:** speaker, program format, etc.
 - If there is a speaker or panel, preferably a headshot. Headshots can often be obtained quickly by googling the name, and clicking on “image,” or check LinkedIn.
- **GAPABA logo:** High resolution JPEG and PNG are below. PNG is transparent, JPEG is not.
- Include Logo of cosponsor(s) as needed. Again, these can be usually quickly obtained by googling and clicking on “image”



JPEG



PNG: TRANSPARENT



PNG: OPAQUE