



## Flyers or notices



**Flyers or notices** are used to announce a particular event or to describe a service. They have a shorter life than that of a brochure or pamphlet.

**Flyers or notices** could be used to:

- ❑ Invite staff to participate in Library Advisory Committee meetings
- ❑ Invite staff to attend Technology Thursdays
- ❑ Share information about a visiting author or special speaker
- ❑ Publicize a literary or special event



### **Guidelines:**

- ❑ Be accurate - instructions should be clear and specific.
- ❑ Group instructions into small sections for greater comprehension.
- ❑ Use illustrations
- ❑ Include a statement to see the media specialist for further information.
- ❑ Use a minimum of graphical elements.
- ❑ Use the traditional color symbolism: **red** for danger, **yellow** for warmth, **green** for growth, **gray** for formal, **blue** for an intellectual feeling.
- ❑ Use photos to communicate your message more quickly than words alone.
- ❑ Use charts to highlight statistics



**Mission: To ensure that students and teachers are effective users of ideas and information.**