



## toolbox



# "Stupid" flipchart tricks

*Tried and true methods of using flipcharts to organize, facilitate, and record community meetings from Brushy Fork Director Peter Hille.*

### The Tools:

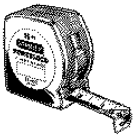
- ◆ Tape (masking)
- ◆ Markers - "Mr. Sketch" work best because they don't bleed through
- ◆ Grid ruled flip chart pads
- ◆ Easels

See toolbox in the Fall/Winter 1996-97 *Mountain Promise* on "How to build a flipchart easel")

If there is no bar on the easel, use the pad box as a backboard

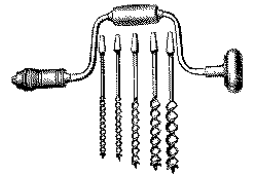
Use the pad box on a chair if you don't have an easel

Use tape to solve any remaining problems!



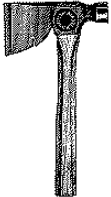
### The Set-Up

- ◆ Plan where to tape your sheets so all can see them - walls, windows, etc.
- ◆ Tear off tape pieces and stick them on the easel
- ◆ Make flipcharts ahead of time for presentations
  - Write notes in pencil on pre-made pages for presentation
  - Use white mailing labels to "erase" mistakes



### Writing

- ◆ Colors - Don't use red except to highlight
- ◆ Size - One inch high minimum (lower case)
- ◆ Paraphrasing
  - Use key words
  - Use speakers' words if you can
  - Negotiate for reduction to key phrases
  - Read it back and ask if you got it right



### Taping Up

- ◆ Put tape on the top corners of the sheet before you tear it off
- ◆ The tear-off: tear one corner, then pull down and to the side
- ◆ Fold the sheets after taking them down - they are easier to type
- ◆ Roll the sheets if you plan to post them again

