

# POSTER SET UP GUIDE

## Pre-Competition: Instructions to Create and Print Posters

Review the [Best Practices for Employee Engagement Competitions](#) to understand the cadence of the competition. Familiarize yourself with the [English set of posters](#) and [Spanish set of posters](#).

These sets of 11x17 posters need to be updated weekly; five English and five Spanish versions based on language needs. The updates will track progress throughout the competition while motivating employees to participate. Each weekly poster is editable.

### Weekly instructions:

- 1 Before the start of the competition:**
  - Identify the number of locations where you will want to hang the posters. This could be more than one location, including lobbies, break rooms or locker rooms.
  - Download the relevant poster file(s); [English set of posters](#) or [Spanish set of posters](#).
- 2 At the start of the pre-competition week,** customize the text and graphics as shown below for the "Pre-Competition" poster. Print on 11x17 paper in color and hang in the identified location(s).
- 3 At the end of Weeks 1-4,** customize the text and graphics as shown below and on the next page. Print on 11x17 paper in color and hang in the identified location(s).

Make sure to edit the dates, number of clues submitted, number of detectives participating, and the name and photo of that week's winning 'detective'.

### GOOGLE FONTS TO USE

Download the following free Google fonts to edit the PDFs:

- [Special Elite Regular](#)
- [Fuzzy Bubbles](#)
- [Permanent Market](#)
- [Playfair](#)

Pre-Competition Poster  
before customizing



Week 1 Poster



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# POSTER SET UP GUIDE

## Instructions to Update Weeks 2-4 Posters:

### Week 2 Poster



### Week 3 Poster



### Week 4 Poster

