

Top 5 Tips for Printing and Logistical Prep

1. **Printing size:** For easy reading, we suggest printing on foam poster boards, 2' tall x 3' wide (24" x 36").
2. **Printing cost:** Printing on foam poster boards is pricey (can cost around \$75 per poster). As an alternative option, consider printing on poster paper, or for an even more budget-friendly option, print 8.5 X 11" sized packets for small groups with two slides per page and when possible print on both sides to reduce packet size. This will change the Data Equity Walk process because participants won't be walking around and posting comments on the posters, but they will still be able to participate at their tables in small groups.
3. **Printing timeline:** Printing foam poster boards through a professional printer often takes 2-3 days depending on your printer, so have your Data Equity Walk posters completed and sent to the printer a week before your event. Also be sure to save your Data Equity Walk as a high-resolution PDF file since most print shops use design files for their printers.
4. **Other materials for the Data Equity Walk:** Be sure to pack plenty of post-it notes and pens for attendees to comment on and discuss the data they are examining. If you are using foam poster boards, be sure to bring lightweight, collapsible easels to set up around the room. (You can purchase easels at office supply stores like Staples or Office Max.)
5. **Traveling with posters/materials.** If you plan on boarding a plane with your Data Equity Walk posters, be aware that you may have to pay oversized bag fees