COMMUNITY OUTREACH RESOURCE GUIDE

IN-HOUSE PRINT TRIFOLD BROCHURE
8.5x11 inches, 2 sides

PLACE YOUR LOGO
Use “insert picture” in the main menu; play with a size to find the best position for your logo - it is enough room for vertical or horizontal logo. Do not forget to delete “Your Logo Here” line before printing.

MISSION STATEMENT
Font: Montserrat Bold, size 9, do not make font size less than 8.5 for easy reading.

CONTACT INFORMATION
Font: Montserrat Bold, size 9
You can place all crucial contact information here.

ASSOCIATION NAME
Put the Association Name here. Font: Montserrat Bold, size 9
There's a room for 2 lines if needed. Scoot the name up and down to make nice equal space between all the lines.

BULLET LIST
Font: Montserrat Bold, size 9, do not make font size less than 8.5 for easy reading

QUOTE PLACEMENT
Put the quote here. Font: Montserrat Bold, size 11. Shorten the quote to fit, do not place it lower than the lower border of the picture next to it, it won't be printed there.

All editable parts lightlilghted.

Check if you have enough information to fill in the brochure. Please, use font Monserrat Bold, color Dark Purple (hex #41134a).
Make sure you have edited all the parts and made equal spacing between lines.
While printing, check your printer's settings - "long edge" and "short edge" for 2-sided printing.