

Steps for creating and hanging locker posters

1. Have on hand:
cardstock or paper, masking tape, locker # list
(If you don't have a list-contact the office with names & grades of the players to look them up in the master notebook)
2. On computer-create a poster with date, time & place
(in Word or Works usually-inserting clipart or downloaded picture-made vertically) See examples below, or use your imagination
3. Print out one for each player and the Coach
(just need to use one page and change the name each time you press print)
4. at home-write their locker number on the back of each
5. At school the day before the event: (around 3:30 works ideally)
go to the office to the secretary on the left to have each poster stamped
6. Hang each poster on the player's lockers with masking tape

Note: Any poster left on a locker on Fri. PM will be discarded by the janitorial staff (advise players that want to keep theirs to move to the inside of their locker).

Time saver: when posters are created-have stamp them all at once at office-then don't have to stop there each time

