Please use the following list while creating your poster and then double check this list after you complete it.

# Layout and formatting:

The size of my slide has been changed to the **dimensions of the poster** (e.g., 36" (tall) x 48" (wide); 40" x 56").

My poster has a **light background** (white, pastel, etc.).

My poster has **dark font** (black, navy blue, dark brown, burgundy, etc.).

The font on my poster **is a serif font** (e.g., adorned like Times New Roman, Baskerville, Bookman, Garamond, Georgia), not a san serif font (e.g., unadorned like Arial, Calibri, Courier, Franklin Gothic, Lucida).

With perhaps the exception of my title, I have consistently used the same style of font throughout my poster.

The title on my poster can be read from across a room (e.g., 120-pt. font).

Authors' names are in a prominent location (e.g., at the top of my poster near the title) on my poster and can be easily read (e.g., 66 to 88-pt. font).

I included a logo or the name of the authors' affiliation(s) in a prominent location on my poster.

I used no more than three colors for the headings and text on my poster and I have used colors in a consistent manner (e.g., headings are all the same color).

I avoided using colors that cannot be distinguished by people who are color blind (i.e., red/orange and green combinations) and colors that may be misinterpreted by audience members (e.g., UF's blue and orange; FSU's garnet and gold; Christmas red and green).

The text is mostly in bullet form with minimal use of full sentences and paragraphs.

The smallest font on my poster is 24-pt.

Approximately half of my poster is text and the other half is images, which may include graphs, tables, diagrams, illustrations, photographs, etc. (appeals to both visualizers and verbalizers that may be in the audience).

My graphics and images are not pixilated (original image is large enough not to look as if it is made of large square dots) (e.g., pictures 300 dpi and 1000 x 1000 or larger; images and graphs 5" x 7" or larger).

My graphics and images are not distorted (stretched disproportionately wide or tall - out of proportion).

My graphs are two-dimensional, simple, and can be easily understood (no unnecessary gridlines, labels, shadows).

I created my graphs within the PowerPoint slide; I did not import a picture of a graph or a graph from another program (e.g., SPSS).

My graphics have captions explaining what they are and/or their purpose.

I arranged information on my poster in columns with information flowing left to right and top to bottom.

I arranged information on my poster in a logical, sequential, and discemable order.

I used "white space" (i.e., empty space) to create margins between columns and sections; I did not create colored boxes and borders around columns and sections.

My complete poster is aesthetically appealing (colors and layout are attractive).

# Conveying information efficiently:

My poster is focused on a small number of main ideas.

The language I use on my poster is accessible to my anticipated audience (usually 7th grade level).

I used headings to direct my audience to main points.

I used capital and lower-case letters appropriately (not all caps or all lower-case).