



toolbox



Flip Chart Tricks

Tried and true methods of using flipcharts to organize, facilitate, and record community meetings from Brushy Fork Director Peter Hille.

The Tools:

- ◆ Tape (masking)
- ◆ Markers – Use Markers that don't bleed through
- ◆ Grid ruled flip chart pads
- ◆ Easels

See <http://www.berea.edu/brushy-fork-institute/stupid-flip-chart-tricks/> “Using Flip Charts to Facilitate Community Meetings” on the Brushy Fork Website

- If there is no bar on the easel, use the pad box as a backboard
- Use the pad box on a chair if you don't have an easel
- Use tape to solve any remaining problems!

The Set-Up

- ◆ Plan where to tape your sheets so all can see them - walls, windows, etc.
- ◆ Tear off tape pieces and stick them on the easel
- ◆ Make flipcharts ahead of time for presentations
 - Write notes in pencil on pre-made pages for presentation
 - Use white mailing labels to "erase" mistakes

Writing

- ◆ Colors - Don't use red except to highlight
- ◆ Size - One inch high minimum (lower case)
- ◆ Paraphrasing
 - Use key words
 - Use speakers' words if you can
 - Negotiate for reduction to key phrases
 - Read it back and ask if you got it right



Taping Up

- ◆ Put tape on the top corners of the sheet before you tear it off
- ◆ The tear-off: tear one corner, then pull down and to the side
- ◆ Fold the sheets after taking them down - they are easier to type
- ◆ Roll the sheets if you plan to post them again

