

Capstone Poster Checklist

Font	Paragraphs: Arial Narrow Headings: Arial Narrow Bold
Font Size	Paragraphs 36-48 Heading 48-54
Project Overview	2-3 paragraph summary of your project. <ul style="list-style-type: none">• Why you choose the topic• How the project helps you develop your professional skills
Pre-Production Plan	Must include a MINIMUM of 2 of the following: <ul style="list-style-type: none">• PERT Chart• Equipment used for project• Outline/Storyboard of concept
Production	Must include the following: <ul style="list-style-type: none">• Production stills (photos from the production process)• Analytics from the platform project is posted to (or summary of views, followers, likes/comments)• QR code to listen/watch project
Layout	Each section (overview, pre-production, production) must be in a box with a 1-point thick frame
Color Scheme	You may use color for the headings or the boxes your content is in. The following are acceptable colors (anything else I must pre-approve): <ul style="list-style-type: none">• Royal or Navy Blue• Grass Green• Yellow• Red• Orange• Dark Purple
Proofreading	You must proofread what you put on the poster. If you struggle with grammar and capitalization write the copy for the poster in Word or Google Doc before putting it on the poster template