Background color (green):

CMYK: 35 21 69 1

RGB: 172 176 110

Border Color: Black

Font:

Color: White

Size: Varies

Type: Minion Pro

Left Justification

BYU-Idaho LOGO printed on bottom corner of poster

Horticulture Trip Posters

Ask for pictures from organizer of trip

I usually print out 6-7 8 ½”x11” pages of pictures

 Word document with 6-8 pictures on each page

Create a short description of trip

 Font:

 Color: Black

 Type: Minion Pro/News Gothic

 Size: Varies

For questions regarding posters, look at examples in the fishbowl

For EACH horticulture trip, update new posters

Keep 4 posters in fishbowl at a time

KEEP POSTERS CURRENT!

Printed in Sister Ruud’s office

Scholarships

Under scholarships heading in fishbowl:

Please Visit our website at:

[**http://www.byuihorticulture.weebly.com**](http://www.byuihorticulture.weebly.com)

This should be completed on INDESIGN

Background color (green):

CMYK: 35 21 69 1

RGB: 172 176 110

Font:

Font Color: White

Font Size: Varies

Font Type: Minion Pro

Printed at 24”x8”

Printed at University Press on Foam Core

Internship Opportunities

Map displayed in the middle section

 Green tacks on map: Production

 White: Floral

 Blue: Design/Build/Maintain

Internships are divided into regions:

 West Coast

 Mountain West

 East Coast

 South

 Midwest

Also, there is a display of CURRENT internships

Include:

* Name
* Location
* Company
* Emphasis

Printed on white cardstock

Font: Minion Pro

Color: Black

Heading Color: Green (not the exact same green as all other INDESIGN documents, but match as close as possible)

Current Internship information available from advisor in charge of internships or from the internship office in Benson 244 or contact Steve Zollinger

Printed in Sister Ruud’s Office

Internship Spotlights

Internship spotlights should be current or recent

Changed each semester or every other semester

Created on INDESIGN much like course sequences

There are no approved templates for this small, so create your own

Green TOP section

 Includes:

* Name
* Emphasis
* Location
* Company Name
* Pictures

Black BOTTOM section

 Includes:

* Short Description of internship

Font:

Font color: White

Font type: Minion Pro

Font size: Varies

Left Justification (Center Justification on descriptions)

Must email interns about their experience—I used their own words in most spotlights

Ask for information such as:

Name

Emphasis

Location

Company Name

Description

Ask for pictures from interns

Printed at University Press on Foam Core

Job Postings

Job Postings will come from the department and cannot be modified.

I just tacked them up underneath the section for students to browse.

Magazines

Magazines need to be thrown away if more than 3 years old

Also, people are constantly going through them—be sure they are in the correct places and look organized

Magazines on South wall of Fishbowl:

 Current!

Only the Magazines from the last year should be in this section, magazines older than this need to be moved to proper place on bookshelf

Contacts

Brother Jerry Toll: Horticulture Department Chair

Questions

Room: Benson 263

(208)496-2024

Sister Marilee Bass: Horticulture Department

Questions

Room: Benson 162

(208)496-2089

Sister Ruud: College of Agriculture & Life Science Secretary

Color Printing, Accounting, Credit Card, Reimbursements

Room: Benson 242

(208)496-2018

University Press

Printing Foam Core, Posters

Auxiliary Services Building 119