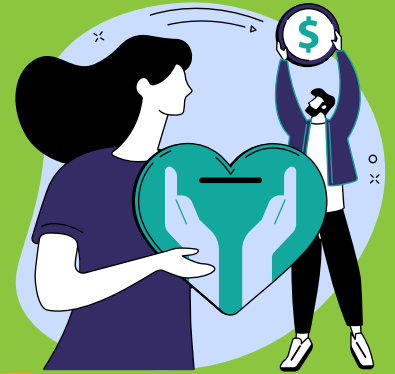


DONOR RECOGNITION DISPLAY CHECKLIST FOR SUCCESS



USE THIS HANDY GUIDE TO IMPROVE THE OUTCOME OF YOUR DISPLAY:

-  Create a title or overarching theme for your display.
-  Determine the type of information you want to include about the people being recognized (for example: photos of primary donors, donation amount, impact stories, etc).
-  Determine how many levels of recognition to include.
-  Forecast how many individuals you will recognize in each category.
-  Determine the format that you would like to use for listing individual names or organizations.
-  Determine how you'd like the categories to be organized (alphabetical, chronological, by title or by donation amount)
-  Predict if you will be updating the display and how frequently (quarterly, annually).
-  Decide if recognition for future donations will be cumulative so that a donor may move from one level to a higher level in the future.
-  Decide if you want to include a description, quote, or other text or imagery on the display.
-  Decide if you want to include any monitors or interactive signage in your display.
-  Determine if you would like to include a brochure holder for literature in your display.
-  Decide which finishes or materials are needed to complement the space.
-  Set a budget for your display.
-  Outline any additional information that could be helpful for our designers.

