

Module 1: Developing a Communication Plan

Onsite Display

Display Onsite Information

An onsite Lead in Drinking Water information display serves as a visible sign that your school or child care center is taking the initiative on this issue. Furthermore, it does not have to be elaborate to be effective. Your display can range from a simple bulletin board or table in the main office where pamphlets are available, to a professional-style kiosk and even a manned information center. Select the option that works best for your facility based on available time and resources.

Ways to Display Onsite Information

Bulletin Board or Table Display:

- Locate it in or near the main administration office.
- Feature student-made signage or art (Suggested theme: What Drinking Water Means to Me).
- Make information easily available for quick access.

Entrance Display:

- Locate it by main entrance.
- Kiosk-style trade-show unit with racks or plastic sleeves to hold pamphlets and handouts. EPA has a poster template available for download which can be updated and customized for the display.
- Feature a banner and/or art by students (Suggested theme: What Drinking Water Means to Me).
- Rotate student art and/or photography to encourage parents to come in and see their child's work on display.
- Make information easily available for quick access.
- Include a clipboard where visitors can sign up for email updates as new information becomes available. Make sure your information is honest, accurate, and comprehensive.

Manned Display During Pick-up and Drop-off Times:

- Information table skirted with student-decorated art and/or photography (Suggested theme: What Drinking Water Means to Me).
- Staff the table with teachers during designated morning drop-off, lunchtime, or afternoon pick-up hours, either daily or on select days of the week.
- Lead in Drinking Water Volunteers: Solicit volunteers, drawing from parents, and your community's

