

PREPARING A PRESENTATION BOARD

SUGGESTED SUPPLIES:

Black ink pen	Clear tape	Black felt tip
Magazines	Mat boards	Ruler
Graph paper	Scissors	Tracing paper
Samples	White glue	Straight-edge blade
Rubber cement	X-acto knife	Rotary cutters
Pin-stripping tape	Mounting tape	Hot-glue gun
"E6000" glue for carpeting samples		

SUGGESTIONS FOR PREPARING YOUR BOARD:

- A presentation board may be placed on poster board, mat board, card stock, or any other type of paper approved by your teacher.
- Samples may be mounted on a piece of mat board that is slightly larger than the sample, then placed on the presentation board. OR Samples may be mounted directly onto the presentation board.
- Cut the bottom mat board to the correct size.
- Cut the top mat board 1/4" smaller on all sides.
- Trim and mount samples on small pieces of mat board the size of the sample.
- To reduce fraying on fabric samples, lightly coat the edges with white glue thinned with water, then mount them to a small piece of mat board.
- Tile, mirror, metals, wood, or carpet may be mounted to a small piece of mat board.
- Arrange samples on top of the mat board. Place samples for materials found in lower areas of the house (floor coverings) to the bottom of the board and work toward the top. Pencil lightly around each sample.
- Cut windows out of top mat board, allowing 1/4" border around each sample.
- Glue the two mat boards together allowing 1/4" border on all sides.
- Mount samples inside windows, allowing 1/4" border.
- BE NEAT!
- Be creative.
- Small samples of metals can be purchased at a trophy store.