

# We Care<sup>SM</sup> Open House Toolkit

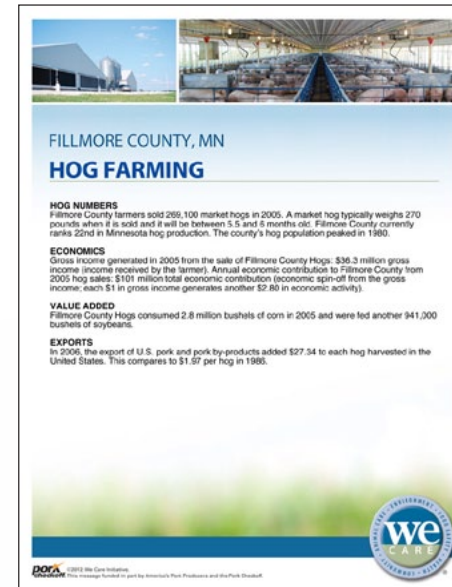
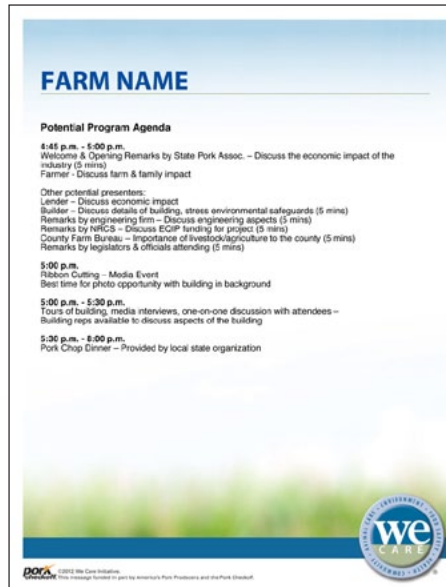
## Guide to a Successful Open House

This CD contains the following downloadable PDF templates to help make your open house a success:

- Open House Ribbon Cutting User Guide
- Newspaper/magazine advertising in 2 different sizes, customizable for your event
- Agenda form, customizable for your event
- Invitation in 8.5 x 11 and postcard form, customizable for your event
- Pork production information sheets that can be customized and used as handouts
- Open House Media Advisory
- Open House Press Release
- We Care Brochure

### Instructions

1. Open template by clicking on the icons below.
2. You may modify most of the text in the templates by simply highlighting it and retyping or deleting the existing copy. The copy is provided as a guide, but you will need to edit the verbiage to work for your event. If you want to make text bold, italic, underlined, etc., simply right-click on the highlighted text, and you can change the "Text Style".
3. To find the most current economic data for your area, please use the following websites:  
[http://www.nass.usda.gov/Statistics by State/index.asp](http://www.nass.usda.gov/Statistics_by_State/index.asp)  
or <http://www.pork.org/quickfacts>
4. When you are done making changes, select "Save As" in the "File" menu, and save to your computer. The file can then be used by your vendor for printing, or you may print these out on your desktop printer.



8.5 X 11 INVITE/FLYER/AD



3.5" X 5" ANNOUNCEMENT AD



4" X 6" POSTCARD



4" X 11.25" ANNOUNCEMENT AD

