**HESI Final Presentation Documents Printing**

All documents printed in color: \*(see Templates provided to you in HESI file)

When printing docs on special paper: after selecting “print” go to “properties” select the specific type of paper being used for that document, otherwise color may bleed or skip.

* **Student Bios Brochures** (handed out at Dinner Presentation) \*Logos – Medical Facility on cover under group photo, the rest on back cover. Landscape orientation, double sided, 2 bios per page, 8.5” x 11”, White copy paper, fold in half, quantity x ¾ the number of RSVP’s
* **Save the Date** (emailed announcing Dinner Presentation details) \*Logos. This document is usually emailed, can print on Portrait orientation, 8.5” x 11”, regular White copy paper to post if desired
* **Thank You Note Cards** Given to students to sign at the end of the 2nd week. Insert 1 group photo, no logos. 1 card for each department and/or doctor's office listed on the Rotation Schedule (and anyone else you would like the students to thank) and signed by all students. Portrait orientation, 8.5" x 11" lightly textured, off white card stock that is folded in half.
* **Dinner Presentation Programs** (handed out at Dinner Presentation) \*Logos. Landscape orientation, 1 Program x ¾ the number of RSVP's-  on 8.5" x 11", Premium Cardstock, White (94 Bright), 67lb, 147 g/m2
* **Certificates of Completion** (handed out at Dinner Presentation) \*Logos. 1 for each student, Landscape orientation, 8.5" x 11" Linen, business cover stock, Ivory, 65lb, 176g/m2, 25% Cotton

**\*Logos =** use ALL: HASPI, HWI, Doing What Matters, medical facility, participating schools, grants, etc.

Future students will see these documents, keep in mind that while the students may be eager to join the program, the program itself and hospital environment could be intimidating to the students. Make each picture/document inviting, positive, and even fun.

Give yourself plenty of time to print, depending on how fast your printer is this could be more time consuming than expected, proofing, folding documents, paper jams, etc. unless you decide to outsource. If you outsource for printing move time line up a couple of days.

Week One:

1. Order desired paper & color ink cartridges to be used
2. Obtain all necessary \*logos directly from participating schools, hospital, grants, partners, etc. (if they are an electronic copy of a copy they may print fuzzy).
3. Take Photos:
   1. Take a *minimum* of FOUR group pics: 2 with just students, 2 including instructor(s) (*be creative! Different locations/settings including the medical facility sign in the background and/or in front of the hospital helicopter, outdoor next to a tree, etc.*) for the various documents
   2. Take individual Pictures of HESI students from the waist up, for **Student Bio Brochure**
4. Prep and email “**Save the Date**” flyer announcing dinner presentation

Week Two:

1. Insert 1 group cover photo, all individual student pics, & \*logos into the **Student Bio Brochure**
   1. Thursday: Encourage instructor to have students develop bio text over the weekend and email to you no later than Monday morning of week three!
2. Insert group photo onto **Thank You Cards** & print
3. Insert group photos, into **Dinner Presentation Program** (see onboarding instructions for all details on dinner, agenda, etc.)
   1. Coordinate with instructor: speaker, names, titles, timeline for agenda
   2. Confirm with instructor names of people to thank involved with coordinating the program on page 2 (opposite agenda page)
   3. Confirm with instructor Program Partners to list on back page

Week Three:

1. Monday, give **Thank you cards** to students to sign; deliver to each department with cookie tray, etc.
2. Monday, get each text document, with student name attached for correct matching with photo, of student biographies for **Student Bio Brochure**
   1. P*roof read and edit for grammar and content,* insert text and match w/correct photo
   2. Submit back to instructor for final approval requesting 24hr return to you
   3. Once received back from instructor, print, fold, bundle for dinner delivery
3. Create **Certificates of Completion**, print & give time for instructor to sign each before dinner
4. Print **Dinner Program**, fold, bundle for dinner delivery