

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

FLIPCHARTS & WHITEBOARDS



Setup

- **Writing boards must be placed in such a way that they will be visible to the entire audience.**
- **If the presenter will speak from a lectern, writing boards must be setup nearby, ensuring the lectern does not obstruct the view of the board for the audience.**
- **Writing boards with obvious physical damage must be replaced with a board in proper condition.**
- **Ensure all legs and moving top section which holds the paper pad (flipchart) are locked in place.**
- **Writing surfaces must be spotless / in “like new” condition.**
 - Flipchart: If using an existing paper pad, the pad must be free of wrinkles or creases, and contain an adequate amount of paper for the meeting. If not, pad must be replaced.
 - Whiteboard: Clean the surface with Windex or other cleanser and dry with paper towel. Wipe dry erase dust from frame.
- **Every writing board must receive four (4) working markers of different colors (standard colors: Black, Red, Blue, Green), and of the correct type for the writing surface (Flipchart: Water-based marker, Whiteboard: Dry-erase marker + eraser).**

Daily Maintenance

- **If new meetings are to take place the following day, paper and marker supplies must be checked and refreshed:**
 - Flipchart: Test all markers and replace if necessary. Replace pad of paper if necessary.
 - Whiteboard: Erase and clean board to “like new” state. Test all markers and replace if necessary.
- **If a meeting continues into the following day, the following tasks must be performed:**
 - Flipchart: Test all markers and replace if necessary. Refresh pad of paper if necessary, but do not throw old pad away, as meeting may plan to refer to notes made on pad during the next day’s meeting. (Placing fresh pad near flipchart without refreshing may be appropriate.)
 - Whiteboard: Any writing on board must not be erased. If possible, clean around existing writing without erasing. Test all markers and replace if necessary.