

BULLETIN BOARD KIT INSTRUCTIONS

Use the instructions below to assemble your bulletin board kit with ease.



Plan to display the bulletin board pieces on a board that has a dimension of approximately 4' x 6'.



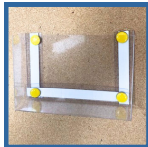
Cut out the bulletin board pieces provided using sharp scissors.



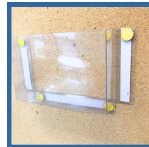
Display the pieces on your bulletin board according to the diagram on the reverse side of this page. Note: If you have more than one bulletin board kit, do not mix pieces from different designs on one board. Multiple kits should instead be either rotated on one board or displayed on different boards in the workplace.



Attach the plastic card holders to the board. This can be done in one of 3 ways:



Fold **in** the narrow sides of each holder and secure in place with tacks.



Fold **out** the narrow sides of each holder and secure in place with tacks.



Peel the white glue strips and attach the holder to card stock cut to size with a small margin. Secure in place with tacks.



Check the supply of cards on the board regularly and replenish as needed. To request additional cards, email workplacewellness@tbdhu.com.



When it is time to remove the pieces, carefully detach them so they can be reused on a different board or put up again at a later time.



Provide feedback on the kit when you receive a brief survey in approximately six weeks. Your comments are very helpful for ensuring the resources being offered meet the wellness needs of local workplaces.

*Need more information? Email workplacewellness@tbdhu.com
Visit superiormentalwellnessatwork.com for additional resources.
Thank you for your efforts to promote employee mental wellness!*

