

100th Anniversary Display Information Form



Displays in public places will be a wonderful way of sharing Girl Scouting's 100th Anniversary with our communities. Here are some questions which should be considered in requesting space at libraries, museums, stores.

Name of person filling out this form _____

Street Address: _____ City: _____ Zip Code: _____

E-mail: _____ Phone Number: _____

Service unit: _____ Service Unit Contact Number _____

Name of site: (e.g. Hometown library) _____

Address of site: _____

Contact person's name: _____ Phone number _____

Contact person's e-mail: _____

Reservation needed: Y / N How far in advance? _____

How long can display space be used? _____

Type of display space (e.g. wall cabinet, free standing case): _____

Location in site of display space: _____

Dimensions of display space (Length, Width & Depth): _____

Means of entry (e.g. front, back, locking glass doors): _____

Type of backing (e.g. wood, fabric, cork): _____

Can anything be attached to walls, back of display space? _____

Details and restrictions (push pins, tape, staples): _____

Type of shelves (solid wood or metal, glass): _____

Number of shelves: _____ Adjustable? Y / N Removable? Y / N

Vertical distance between shelves and top and bottom of display space: _____

Lighting (e.g. fluorescent, track): _____

Location of lighting (e.g. ceiling of room, within case): _____

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General Tips for Displays



Reserve the display space as early as possible. In libraries, several types of display cases may be available, such as upright cases, stand-alone units, wall-mounted cabinets, or flat glass-topped cases. Most display items will work in any type, but you may have to provide props or stands in some cases, to raise items so they can be seen.

Things to keep in mind—

- Select an overall theme, and build the display around it. Girl Scouts' 100th Anniversary is a natural.
- Can the display be viewed from two or more sides? If so, you'll want to avoid having a "back side" to the display.
- Simple color themes work well. Select two to three colors and base the exhibit materials on those. Green, brown, yellow, and blue are traditionally associated with Girl Scouts.
- Keep old calendars, photos, troop craft projects, patches, artwork, etc., for use in displays. Save a few empty cookie boxes. GS t-shirts and uniform components work well in displays.
- Foam-core board is available in colors, and gives a professional look to mounted graphics. Graphics can range from simple clip-art items that are enlarged on a copying machine and hand-colored, to elaborate computer graphics.
- Have a troop do your graphics. This is particularly effective with narrow-focus displays, such as Martin Luther King, Jr., Day, or Earth Day. Girls' drawings can be mounted on larger sheets of colored paper or foam-core board for display.
- When you go in to set it up, take a stapler, all kinds of tape, fasteners, pins, etc., to be prepared for contingencies. Small blocks of Styrofoam work well as props for lighter-weight display items. Wrap weighted cans in construction paper to make larger props. When setting up the display, will you need a step ladder to access the case? You may have to bring your own (or the facility may have one--check with them).
- Take cleaning supplies (Windex, paper towels, and dustbuster) to clean display cases. They are usually dirty. Be prepared to have your display items get dusty while on display.
- Don't forget about the bottom of the case, Large sheets of colored paper are ideal for covering the case bottom; they are inexpensive and can be re-used. Tissue paper is great for covering large areas with lots of color.
- Your local Council office may have large photos mounted on foam-core board which you can borrow for displays. There may be other resources as well—historic or current handbooks, song books, craft books, uniform components, etc., that can be placed in displays. There is also a large council collection housed at Camp Bothin. Contact Ann Watrous (annwatrous@comcast.net) for information. Please make requests early!
- Don't forget your local historical society, newspaper, and former Girl Scouts.