

Bulletin Board Zoning Map

Design a structured, scannable hub for true connection.

Transform your cluttered foyer into a clear, inviting space. Use this mapping guide to establish permanent ministry zones so every visitor finds what they need.

● Key Dimensions & Materials

1/2-inch

Self-healing felt base thickness

0.6-inch

Push-pin binder clips for cardstock

3

Fixed ministry zones per board

48 inches

Tear-off prayer cards floor height

48x36 inches

Standard board size for zoning

5x7 inches

Maximum standard event flyer size

2 inches

Minimum spacing between printed pieces

1/4-inch

Grosgrain ribbon width for dividers

Perforate For Smooth Tearing

Use a sewing tracing wheel and metal ruler to perfectly perforate thick cardstock before pinning. This creates a satisfying tear line so visitors can easily remove prayer cards.



● Select Your Frame Material

Find your row: **Your interior style**

Your interior style	Your pick	Why
Traditional and warm	Solid oak	Very high durability
Modern and minimalist	Matte aluminum	High durability
Cottage or transitional	Painted pine	Moderate durability

● Check Before You Install

- Verify your board frame isn't thin plastic, which warps under tension.
- Confirm space below the display fits a slim console table.
- Check that your cardstock is thick enough for clean perforations.
- Ensure you have a tracing wheel and metal ruler ready.

● Weekly Monday Maintenance

- 1 Remove past events** Take down any date-specific event flyer that has already occurred over the weekend.
- 2 Clear old announcements** Remove undated general announcements that have been pinned for over a month.
- 3 Re-center the board** Adjust the remaining current flyers so they sit perfectly centered within their designated zones.

● Layout Notes

Enjoy your beautifully organized foyer and the meaningful connections it will inspire!