



Instructions for Using the Club Brochure Template

The Club Brochure Template is a tool for Lions clubs to create and customize their own recruiting brochure. To help get you started, the brochure is prefilled with general membership information and space for adding information about your club, its projects and how perspective members can contact your club. Once the template is filled in, print and use the brochures to hand out to potential members.

Working with the Template

When the PDF is opened in Acrobat Reader, you will notice it is designed as a form and has been pre-filled with information about Lions Clubs International and how to become a Lion. This form allows your club to customize the brochure as much or as little as you want.

Any text located in the blue text boxes can be replaced with your own text. To edit the brochure text:

1. Place your cursor at the beginning of the text you wish to delete.
2. Click and drag the cursor until the text you want is highlighted.
3. Press the delete key on your keyboard.
4. Place your cursor in any blue text box and begin typing.

Tips for Creating a Professional Brochure

- Remember to change all of the suggested text to information relating to your club.
- Proofread your brochure and have a fellow Lion proofread it also.
- While you can print your brochure at home, consider getting it printed locally to yield a more professional looking piece.
- Print the brochure in color on quality paper.

Printing your Brochure

You can print your brochure on any printer, however please be sure to note the following:

- The blue text boxes do not show up when the brochure is printed.
- Always do a test print before printing a large quantity to be sure it prints correctly.
- Check your printer properties/settings for options when printing double sided. You may need to manually print one side at a time.