



Team Depot Captain | Asset Instruction Guide

Team Depot Locker Hang

How To Fill-Out:

- At the spot labeled “1” in each section, fill in the name of an associate (supports up to 4 associates per page)
- Copy this template as many times as needed to create a Locker Hang for each volunteer.
- This document is conveniently divided into 4x quadrants within an 8.5” x 11” standard piece of printer paper. After filling out this document, print & then cut the quadrants to ease of hanging in lockers.





Team Depot Recap Template

How To Fill-Out:

- In the header section labeled **1**, put the name of the Team Depot project.
- In the body copy section labeled **2**, write a brief description of the project.
- In the graphic section labeled **3**, input the month & day that the event took place.
- In the graphic section labeled **4**, put your name.
- In the graphic section labeled **5**, input some statistics from the event to share project impact. Update the labels as needed, i.e. "Bags of Mulch" may be updated to "Flowers Planted" or "Gallons of Paint" to fit your project.
- In sections **6, 7, & 8**, select "Insert Picture" OR right click to input photos from the event.

1

PROJECT NAME

2

<Description> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Tis rat vendit, evende la ad molesequi dolut faccus. Sit inimcid ipidis quidebitat volupti volupta speratem. Ut ventem apicipid et, sequi dolor a voluptatum faccus

3

Jan 00

Captain Name

4

5

000 000

Veterans Helped Trees Planted

000 000

Bags Of Mulch Volunteers

6

7

8

GIVING BACK ADDS UP!



Team Depot Project Flyer

How To Fill-Out:

- In the header section labeled **1**, put the name of the upcoming Team Depot project.
- In the body copy section labeled **2**, write a brief summary of the Team Depot project.
- In the graphic section labeled **3**, input the date of the upcoming Team Depot event.
- In the text section labeled **4**, input the following information (in this order):
 - The date and time of the project.
 - The project location and address.
- In the text section labeled **5**, put your name & contact information.



Project name goes 1 here lorem ipsum <Description>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor. Arum vendae tiasperum serum, ab iusdandam excepernam volectis et pori quodi blaborione conet as nosam, volest, cum fugia plabo. Et magnimodi nullorepem que end. Arum vendae tiasperum serum, ab iusdandam excepernam.	3 Jan 00 00:00am-00:00pm 4 Location name 1234 Example Street City, ST 12345 Captain Name 5 john.doe@example.com (000) 000-0000
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Giving back adds up.

Scan the QR code to sign up!

