Is it a good fact sheet?

Fact sheets should be about 1 page in length and provide simple, clear information on how to implement a practice. Use the factors below as a basis for evaluating extension fact sheets.

Element What Why How	sheets should include 1) Wha Explanation Is the topic clear? Is it clear why the topic is implement the practice? hat farmers are more likely to additionally tested.	portant? ation to	Evaluation Yes No Yes No Yes No	ear benefit and
Clear – Is the fa □ Easily ur □ Okay	fact sheets are clear, concise act sheet easily understood (i. aderstood ear - poorly written and/or use	e., uses simple, o	clear language)	
☐ Very clea ☐ Okay ☐ Too man Actionable (Pr ☐ Clear, sir ☐ Possible	s the fact sheet use enough, bar and concise y words actical) – Is the recommendation in the shadow is the second in the secon	tion practical and		Images draw attention a provide an opportunity t stress key points
nstitutional brandi Layout - Organ ☐ Well laid ☐ Okay ☐ Not so go Images - Pictur	nts. Good fact sheets have ging. nized, easy to read (sections/sout (attractive and easy to follow od (e.g., Looks disordered) res or diagrams highlight key of the Well used - support main p	teps and main po ow) concepts	oints clear)	nd include
☐ Yes ☐ No Branding - Col ☐ Yes ☐ No	o Will images photocopy well ors and Logo reflect the host i	I in black and wh	ite? collaborating pa	

