

Dispensing site signage How-to guide

Using signs in a Point of Dispensing (POD) site and/or clinic increases the ability to move people quickly and efficiently. When posting signage at a POD and/or clinic, there are some things to consider:

- How **many signs** you will need. Making sure you have enough signs, especially directional signs, will help the flow of your dispensing site.
- How **large or small** the signs need to be. The more information you have on a sign, the larger it needs to be. You want the public to know what is on the sign.
- What **information** needs to be on the sign is as important as how many you have. Fewer words and more graphics are always better. Remember, you may have patients going through the dispensing site who are limited in English as well as cannot read or write.
- **Colors** on the sign. While color is more expensive to print, certain colors (i.e. red, orange, green, etc.) help draw attention to the sign. If funds are limited, you may want to consider using red on the signs that are most important (i.e. Medicine directions, Special Needs etc.).
- **Location** of the signs and how to display them are also important. Try not to obstruct the view of your signs. Place them in highly visible areas. Display them high enough or in a way that people will notice them. If people are standing, place sign at shoulder height. If they are sitting in a car, place them at window height.

Examples of signage dispensing sites:

