

# Transporting Flip Charts Effortlessly

If you spend hours creating your flip chart masterpieces and plan to reuse them for a given period of time, you should think of how to protect your investment when transporting them from one location to another. The following are six ideas for doing so.

- 1. Roll Your Flip Chart** in order to protect the written pages or graphics. The easiest way to do this is to cut all but about 4 inches (appx 10cm) of the cardboard backing from the chart pad. This allows the page to be rolled effortlessly and provide a bit of hard surface to wrap the pages around. Secure the rolled pad on either end with either rubber bands or string.
- 2. Use Cardboard Mailing Tubes** sold at most office supply and packing products stores. These allow you to insert the rolled chart pad (see suggestion #1) and either transport or ship it without damage. Because of curling that can result from rolling, this is not the most preferred method; however, it does provide a means of protecting your flipcharts from damage. For maximum protection, the tubes should be the larger variety, approximately 4 ¼ inch (appx 11.5 cm) in diameter in order to lessen the curling effect. If your tub is longer than your rolled pad, wad paper, cloth, bubble wrap packing materials, or place small Styrofoam "popcorn" packing pieces used in shipping products to fill the end of the tub. This fills the empty space and helps prevent damage from the pad sliding up and down, banging against the end of the tub. To help reduce pages curling up on the easel once you remove the pad from the carrying container, roll your charts from the bottom with the printed side facing out. Plastic and cloth versions of the cardboard tubes are available at [www.presentationresources.net](http://www.presentationresources.net).
- 3. Seal Pads in Cardboard** by cutting two sections of cardboard pieces slightly larger than the size of your flipchart pad. Place pads between the two pieces, then, tape or staple the cardboard pieces together with heavy-duty staples. Cover all four edges of the cardboard with plastic shipping tape to form a protective container. You can accomplish the same results by simply retaining the original box that the pad came packaged in when you purchased it. The box is the perfect size and can be re-taped to hold your pad in place and protect it.
- 4. Laminate Individual Pages** to preserve them. You can either purchase a lamination machine that can handle up to flipchart or poster-sized pages or take them to a local office supply store, print shop, or school supply store. Some laminators can even cover computer-generated banners. Blank laminated pages can also be hung on an easel to create an erasable writing surface.
- 5. Artist's Portfolios** are perfect for transporting flip charts without rolling them (available at [www.presentationresources.net](http://www.presentationresources.net)). These have carrying handles and zippers. There are less expensive and less durable cardboard versions that you can also get for short trips across town. I do not recommend the latter for airline travel, especially since you will have to check them as luggage.

**6. Easel Transport** may be necessary or you may simply desire to transport your pads on an easel. Either way, you can still provide some degree of protection. Do this by putting a piece of rope or elastic "bungee" cord around the bottom of the pad and easel. This can help prevent damage by the wind or objects that might be encountered. Turning the pad over so that the cardboard backing faces out also provides additional protection.

**Source:** Lucas, R. W., *The Big Book of Flip Charts*, McGraw-Hill, New York, NY (1999)

---

**Bob Lucas** B.S., M.A., M.A, CPLP is an internationally-known author and learning and performance professional. He has written and contributed to thirty-one books and compilations. He regularly conducts creative training, train-the-trainer, customer service, interpersonal communication and management and supervisory skills workshops. Bob can be reached at [blucas@robertwlucas.com](mailto:blucas@robertwlucas.com) or through his website [www.robertwlucas.com](http://www.robertwlucas.com). Follow his blog at [www.robertwlucas.com/wordpress](http://www.robertwlucas.com/wordpress) and like him at [www.facebook.com/robertwlucasenterprises](http://www.facebook.com/robertwlucasenterprises)