

#PrintMe Recipe 1: Your First “Printing Order” for Supply Hub!

Purpose:

“We want every Business, House of Worship, Org, and Home to display at least one LUCE Flyer in the window!”

Backup plan, if too risky, is to have one or two indoors.

At least in the employee room / break room / restrooms!

The more of us post these, the safer it is for everyone.

LUCE Flyers exist for multiple languages that Hotline workers speak. These are updated somewhat regularly.

Some also exist for Languages that do Not currently have Hotline coverage. We always need more Multilingual volunteers on Hotlines, so recruit! (see below)

**“I want to do Supply Hub printing.
Where do I start?”**

Here’s your first assignment:

Tip: This assignment is similar to [Recipe #5!](#)

Check out tips on both Recipe guide documents :)

Recipe 1:

Print Full-Page LUCE Flyers!

(single sided, so they are clearly legible when posted in a sunny window)

Printing Directions:

1. Print 500 sheets in English:

Front:  EN flyer.png

Print “1 per page”

Ideal is color, but black-and-white works just fine, too!

2. Leave the back Blank.

This is especially important for flyers in windows!

3. If you're able, put some of each language into **plastic sheet protectors.**

When LUCE volunteers offer flyers to a business, and some are in sheet protectors already, a business owner will often point to the window and give us the go-ahead to tape it up!

If you're bulk printing for LUCE hubs, it can help to put a bunch of these into 3-ring binders for LUCE volunteers. Don't waste time or resources, but a quick “pop it in so they don't fall all over the place” task is useful! :)

4. If you have lesser-quality / misprinted / extra flyers that are still usable, I recommend printing KYR sheets (like the one-page Know Your Rights guides from CLINIC) on the back.

Find these in each language's folder on

<https://linktr.ee/RedCardsMoreLanguages>

As long as it's written by immigration lawyers, up to date, and approved by LUCE, go for it.

An individual person receiving this flyer + KYR combo can read the KYR sheet, share it with loved ones, then put the flyer up in their window if they

are safe to do so. Either way it gets them the LUCE number and a little KYR info at the same time.

We often **fold these “individual flyers” into thirds or halves**, and tuck them into bundles and bins.

Another way to use flyers for individuals is to print volunteer recruiting, multilingual recruiting, Immigrant-Led event recruiting (May Day, LUCE Orientations / trainings, etc.) stuff - approved of course by LUCE - on the back.

Full sheet, half sheet, quarter sheet, 1/9, 1/16 - whatever makes sense for the visual and accessibility.

Supply Hub Commitment: Use the **Newest Flyers possible!**

These will always be up to date in this folder:

 -LUCE Hotline flyers + cards - formatted - MA Rapid Res...

(coming soon: list of the other languages with linked files.

In the meantime, these are all accessible through our digital hub

<https://linktr.ee/RedCardsMoreLanguages>)

“Why do we need to check regularly that we’re printing the newest flyers?”

*Some Old LUCE flyers used a QR code with trackers. Safety!

*Some translations have been improved. Equity!

So whenever possible, **use the newest flyers.**

Important questions:

“Why don’t we have more languages?”

“Why are we not currently using some Languages of Flyers we used to?”

Currently, we do not have enough Hotline workers in all the languages we need.

Even an occasional shift makes a big difference!

“Why not spread these flyers anyway?”

While gut instinct might say to make flyers in all languages possible, even just to inform people about LUCE and the hotline’s existence, **Immigrant Leaders have decided** to focus on Flyer printing only for languages that have sufficient coverage.

This avoids burning important bridges, of course.

More importantly, if someone calls during a raid, we need to be able to walk them through things without delay.

This life-saving Hotline service must be accessible immediately, when seconds count.

So, Please recruit more Multilingual and Bilingual volunteers!

This is an excellent way someone with high risk can help from home, remotely.

Here is a helpful graphic you can print on the back of smaller LUCE flyers (2 per page, 4x, 9x, or 16x), including flyers for these underrepresented languages:

 *Multilingual volunteer join us.png*

Bilingual?
Multilingual?
We need you!



join LUCE: LUCEmass.org

join BIJAN:

BeyondBondBoston.org/Join

This graphic is accessible in the “useful graphics to print on the back of LUCE flyers” folder here:

 *Helpful Graphics to Print - back of flyers*

There, it's pre-formatted to print 2x, 4x, 9x, and 16x.

(Printing from the single PNG original gives the best quality.)

“Which Flyer Versions should I print?”

As long as they're the new ones (see folder above), it only depends on the size and ink colors you've got!

I've pre-formatted each in the sizes for which it will print clearly.

Super detailed? Those ones are Not formatted for 16x.

We've got amazing artists contributing cool new LUCE flyers - it's awesome!

Check out their work and help spread it, please :)

That said, clarity is key.

If it's a big window flyer, something simple and clear is ideal.

If it's a document on a counter or corkboard, you can have more fun.

Does it need to work on a window with lots of backlighting?

Single-sided high contrast like a black and white one is great there.

Will people get to look more closely?

Then, funky + detailed is great!

Considerations for Bulk Printing:

Running low on Black Ink?

If you have some black ink still, use one like this:



If you're all out of Black, but have Magenta and Cyan, use a Purple monochrome graphic:



Can you only print in Black and White? Use one like this:



Video Explanations!

Supply Hub Playlist:

<https://youtube.com/playlist?list=PLxBJLsbteeCvkReWJrgZ-CY7UIRw2fcpn&si=PDhQuyRYOhTTikRg>

Supply Hub Printing Tips Playlist:

<https://youtube.com/playlist?list=PLxBJLsbteeCv1C5nwa0sq7SKmwC0aZRO6&si=SbOB4L7u4C18dtFm>

How to make KYR Keychains:

(Short version)

<https://www.youtube.com/shorts/-NiSToe7ibw>

Want to go shopping for the Movement?

Salem Supply Hub is well-established and fulfills orders for multiple regions.

Donors needed!

Send us supplies using this wishlist:

https://www.amazon.com/hz/wishlist/ls/24S8YZCELQWFC?ref_=wl_share

Pro Tip: “Sort by” “Priority (high to low)” to see what’s most-needed.