



4 ChatGPT Prompts Schools Can Use

A practical guide to creating better flyers,
posters, banners, and fundraiser materials



Prepared by **HuskerPrint**

4 ChatGPT Prompts Schools Can Use for Better Flyers, Posters & Fundraisers

A simple guide from HuskerPrint for busy school offices, principals, coaches, PTO leaders, and activity directors who need better design ideas without starting from a blank page.

A better design starts with a better request.

Most school design projects are not bad because people lack ideas. They are bad because the request is too thin. Give ChatGPT the right details and it can give you a stronger starting point.

Before you use any prompt, gather these details:

- What you are making: flyer, poster, postcard, banner, program cover, yard sign, or social post.
- Who needs to respond: parents, students, staff, alumni, donors, sponsors, or the community.
- The exact words that must appear: date, time, location, price, deadline, website, and QR code placeholder.
- The look and feel: spirited, warm, premium, academic, playful, formal, modern, or athletic.
- The final size: 8.5 x 11, 11 x 17, 6 x 9, 18 x 24, 24 x 36, or whatever your printer needs.

PROMPT 1: School Event Flyer

Best for: concerts, carnivals, parent nights, book fairs, award nights, and school celebrations.

Copy and paste this prompt:

Create a professional school event flyer for the following event.

School Name: [Insert school name]

Event Name: [Insert event name]

Audience: [Parents / students / community / alumni]

Goal: Get people excited and increase attendance.

Date: [Insert date]

Time: [Insert time]

Location: [Insert location]

Call to Action: [Buy tickets / RSVP / scan QR code / register online]

School Colors: [Insert colors]

Mascot: [Insert mascot]

Size: [8.5 x 11 flyer / 11 x 17 poster / social media graphic]

Make the design feel [fun / modern / spirited / family-friendly / elegant]. Give me a strong headline, short supporting copy, a clean layout structure, and suggestions for where to place the logo, QR code, event details, and main image. Also give me 3 visual theme options.

Prompt 2: Fundraiser Flyer or Postcard

Fundraisers are not just announcements. They need a clear reason to care, a simple next step, and a design that feels connected to the school community.

What this prompt does well

It gives ChatGPT the story behind the fundraiser, not just the event name. That helps the design feel more personal and less like a generic notice.

My quick tip

Make the purpose specific. "New playground equipment" is stronger than "school fundraiser" because people can picture what they are helping create.

PROMPT 2: School Fundraiser Design

Best for: PTO fundraisers, sports fundraisers, band trips, booster clubs, auctions, raffles, and donation drives.

Copy and paste this prompt:

Help me create a school fundraiser design that makes parents and community members want to participate.

School Name: [Insert school name]

Fundraiser Name: [Insert fundraiser name]

What We Are Raising Money For: [Insert purpose]

Audience: Parents, grandparents, alumni, and local supporters

Main Ask: [Donate / buy tickets / sponsor / order products / attend event]

Goal Amount: [Insert goal if applicable]

Deadline: [Insert deadline]

Call to Action: [Scan QR code / visit website / contact school office]

School Colors: [Insert colors]

Mascot or Theme: [Insert mascot or theme]

Format: [8.5 x 11 flyer / 6 x 9 postcard / social post]

Create a warm, community-focused design concept. Include a headline, short body copy, layout direction, emotional angle, and 3 alternate headline options. Make it clear, easy to read, and persuasive without feeling pushy.



Prompt 3: Sports Team Poster or Banner

Sports designs should have energy, but they still need discipline. The design should look exciting from across the room and still be readable when a parent takes a quick photo of it.

What this prompt does well

It gives the design a job: promote the season, celebrate seniors, announce game day, or thank sponsors. Different jobs need different layouts.

My quick tip

Do not bury the date, time, opponent, or CTA. The cool background should support the message, not fight it.

PROMPT 3: Sports Poster or Banner

Best for: football, basketball, volleyball, soccer, wrestling, track, baseball, softball, spirit squads, and senior nights.

Copy and paste this prompt:

Create a bold sports design for a school team.

School Name: [Insert school name]

Team or Sport: [Insert sport]

Mascot: [Insert mascot]

School Colors: [Insert colors]

Purpose: [Promote the season / senior night / playoffs / game day / team sponsors]

Main Text: [Insert main message]

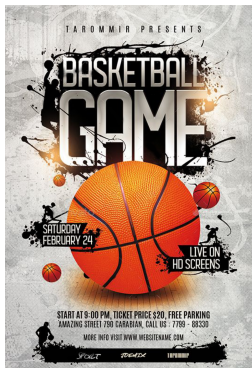
Date and Time: [Insert if needed]

Player Names: [Insert if needed]

Sponsors: [Insert sponsor names if needed]

Size: [18 x 24 poster / 24 x 36 poster / 3 x 6 banner / social graphic]

Make the design energetic, clean, and school-spirited. Suggest a strong headline, background style, image direction, text hierarchy, and where to place the mascot, player photos, schedule, and sponsor logos. Make sure the important details can be read quickly.



Prompt 4: Open House or Enrollment Design

Enrollment pieces have to do more than look nice. They need to build trust, make the school feel welcoming, and help parents understand the next step quickly.

What this prompt does well

It forces the design to speak to parents, not just list details. That is the difference between an announcement and an invitation.

My quick tip

Use real strengths. Caring teachers, safe environment, strong academics, activities, and community all matter to parents.

PROMPT 4: Open House / Enrollment Design

Best for: open houses, kindergarten roundup, enrollment nights, school tours, and new-student events.

Copy and paste this prompt:

Create a professional design to promote a school open house or enrollment event.

School Name: [Insert school name]

Event Type: [Open house / kindergarten roundup / enrollment night / new student orientation]

Audience: Parents who are deciding where to send their child

Main Message: Show why families should choose this school

Date: [Insert date]

Time: [Insert time]

Location: [Insert location]

Call to Action: [Register today / tour the school / scan QR code / call the office]

Key Selling Points: [Small classes / caring teachers / strong academics / STEM / athletics / arts / safe environment]

School Colors: [Insert colors]

Format: [Flyer / postcard / yard sign / social post]

Create a clean, trustworthy, family-friendly design concept. Include a compelling headline, short copy, layout structure, visual direction, and 3 CTA options that would make parents more likely to respond.



Need it cleaned up, printed, and delivered?

Send the rough idea to HuskerPrint. I can help turn the prompt, draft, or school file into something polished, readable, and ready to print - without making your office chase every detail.

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