



Event Signage Guide

What we need from you:

- ◆ Any themed artwork for the event, any corporate branding guidelines that must be followed, and/or ideas of what needs to be conveyed with the signage at the event.
- ◆ Clean, original artwork from each of the event sponsors. Preferably AI or EPS, but if the logo provided is a PDF, PNG or JPG it must be no smaller than 2Mb or 2000Kb. (Images of logos off of the internet usually do not work)
- ◆ A list of all the signage the event will need, such as:
 - * How many banners and what size(s) do they need to be?
 - * Are coroplast/yard signs needed? How many?
(Corroplast signs are usually 24" wide by 18" tall)
 - * Are they single sided or double sided?
- ◆ Date of the event.
- ◆ Date the signage needs to be picked up.

What we will provide for you:

- ◆ Mock ups/Proofs for each kind of sign/banner we will print for the event. The artwork must be approved in writing before we will print.
- ◆ An estimate of what the event signage will cost. The estimate must be approved in writing before we will print.
- ◆ A master list of all the signage we are producing.
- ◆ Timely, courteous production of the event signage!