On-campus department orders for Pop-Up Banners

Here are the steps to getting a banner:

1. Decide how much money you have to purchase a pop-up banner.
2. Contact your choice of an approved vendor list (Instantsignslex.com is close to campus if that's important to you)
3. The vendor can help with questions on size and cost of a pop-up banner
4. Purchase the pop-up stand from the vendor
5. Give them all the billing and account information
6. Now you have the pop-up stand but the vendor will need the banner design file in order to print it for the pop-up.
7. Get the template for the banner dimensions (pdf) from the vendor

Design the banner according to the pdf template. The banner design can be done in Adobe Photoshop, Illustrator, InDesign or PowerPoint. Each program has a way to save as a pdf. It's best to design the banner at 1/2 scale, 300 dpi. Then when the final size is printed, the dpi will be 150 (which is acceptable for the vendor). Always read the instructions on the template and follow the specifications.

Need help with the banner design?

Contact Becky Simmermacher and send the pdf template. Becky can help with the banner design:

1. All the proper branding will be on the design.
2. You will need to have the information you want on the banner in an email or Word document.
3. Any photos need to very high resolution, or suggest possible imagery to help target your audience.
4. You will be sent a proof of the design in the correct size (based on the pdf template from the vendor).
5. You will get the final file as a pdf to send to the vendor. Send the vendor the pdf to begin the banner.
6. You will receive a pdf proof before they finalize the design. I recommend you give them a date deadline, and call them between ordering and the proofing stage just to gently nudge them.
7. Here's an example of a common banner style, the Mosquito 800 template.