



County Extension and Extension Program 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). [Follow the "Working with vendors" process.](#)
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. Download your choice of banner designs. Send the PDF to the vendor.

[Download designs](#)

Design your own?

1. The vendor will have the pdf templates for the banner size you purchase.
2. Use the template to design the banner.
3. Use the appropriate [logos](#) to market the university, College and Extension.
4. Design with Adobe Photoshop, Illustrator, InDesign or PowerPoint.
If you need the software, ask your county IT support for assistance.
5. 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.
6. Send the final file as a pdf to the vendor.
7. 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.
8. Here's an example of a common banner style, [the Mosquito 800 template.](#)

Need further assistance? Contact [Becky Simmermacher](#)