

## Guidelines for Glen Mar UMC Temporary Signage on Route 103

A temporary sign support will be located on Glen Mar property next to Route 103, east of New Cut Road. It will be perpendicular to the roadway and visible from either direction on Route 103 and from the New Cut Road intersection. It is intended to be used to promote events with community outreach potential.

### **Temporary Sign Policies:**

- 8' long x 4' wide is the standard, but 8' x 3' can be accommodated
- The support structure is designed to accommodate two banners, hung back to back for maximum visibility.
- Grommets should be provided along the short edges for hanging
- Wind cuts should be ordered to reduce the wind load on the supports
- Strive for simple, clean design
- Designs should be compatible with Glen Mar branding
- Only one temporary sign reservation is available at a time.
- Featured events or activities will be displayed for up to 14 days.
- If an event is "sold out", the banner will be removed, providing opportunity to other groups for their promotional messaging.
- Reservations may be made for approved and scheduled events at any time.
- Church-wide outreach activities such as Walk to Bethlehem and Day of Service are highest priority.

### **Requesting, Designing, and Ordering:**

- Request desired dates and obtain confirmation for availability from Minister for Operations, [barb.julian@glenmarumc.org](mailto:barb.julian@glenmarumc.org) AND
- Submit *finished* artwork to Communications Team, [communications@glenmarumc.org](mailto:communications@glenmarumc.org), for review of content, final proofing and approval.
  - Please allow 5 workdays for this review
- If seeking design help with custom/professional artwork, submit information desired on the banner to Pastor Jen at least 14 days in advance. There may be cost to the organization.
- Production and shipping of banner(s) takes approximately 14 days from approved artwork.

### **Hanging and Removing Banners:**

- Facilities Services will be responsible for hanging and removing the banner(s).
- The banner(s) must be provided to Larry Albrecht, Facility Services Manager, at least 2 working days prior to the promotion date with the contact name of the person to pick it up for safekeeping when removed.
- Banners not picked up within 10 days will be assumed to be trash and disposed of accordingly.

### **Reliable Sources for Banners:**

- Vistaprint ([www.vistaprint.com](http://www.vistaprint.com))
- Half Price Banners ([www.halfpricebanners.com](http://www.halfpricebanners.com))
- Banners on the Cheap ([www.bannersonthecheap.com](http://www.bannersonthecheap.com))
- API – Congregation Member, Jim Lumsden, contact