

Guidelines for Glen Mar Church Temporary Signage on Route 103

A temporary sign support is located on Glen Mar property next to Route 103, east of New Cut Road. It is 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. If your Glen Mar-related ministry uses a temporary sign, the outdoor electronic sign will be used to display worship times Fridays through Sundays and remains available for other ministries Mondays through Thursdays.

Temporary Sign (Roadside Banner) Policies:

- Strive for simple, clean design.
- Designs should be compatible with Glen Mar branding. See below for instructions on how to get design help with custom/professional artwork.
- Only one roadside banner reservation is available at a time.
- After permission is granted to use the temporary signage, featured events or activities will be displayed for up to 14 days. If there is no other ministry asking for temporary sign reservations before or after your granted reservation period, a display period of up to 28 days will be considered. Contact Alison.mannino@glenmarumc.org to request an extension.
- If an event is “sold out,” the banner will be removed, providing opportunity to other groups for their promotional messaging.
- Church-wide outreach activities such as Walk to Bethlehem and Day of Service have highest priority.

Sign Specifications:

- Size: 8' long x 4' wide
- The support structure is designed to be visible from both directions. This can be accomplished by either printing the sign double-sided or purchasing two signs that are hung back-to-back.
- Grommets should be provided along the entire perimeter (all sides) for hanging. Special consideration of grommet placement must be given when hanging two signs back-to-back.
- To reduce the wind load on the supports, signs should be made out of mesh material.
- When ordering mesh signs, be aware that the sign design of the other side may “bleed” through.

Important: Please contact Margaret.lang@glenmarumc.org to get her “insider tips” on sign material, printing, grommet placement, single- vs. double-sided printing and more.

Requesting, Designing, and Ordering:

- Before you order your banner, be sure you have made your banner reservation for a time period that works well for your ministry. If you order your banner(s) before making reservations, you may not be able to get the time period you need which means the banner cannot be posted. If you can't get a time period that will help promote your event, don't order the banner(s).
- To request the roadside banner, use the Facilities Scheduling Form on the Glen Mar website, www.glenmarumc.org, under My Glen Mar: <http://glenmarumc.org/myglenmar/facilities-scheduling/>.
- After obtaining confirmation, submit finished artwork to the Communications Team, 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 Melaina at least 14 days in advance. There may be cost to your ministry.
- Production and shipping of banner(s) take approximately 14 days from the day the banner(s) is/are ordered.

Reliable Sources for Banners:

- Vistaprint (www.vistaprint.com)
- Half Price Banners (www.halfpricebanners.com)
- API – Congregation Member, Jim Lumsden

Hanging and Removing Banners:

- Facilities Services will be responsible for hanging and removing the banner(s).
- The banner(s) must be provided to the 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.