



## Event Banner Request Form

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This form requests that the Town hang banners on German and Princess Streets. Banners will be hung for the length of time requested and will need to be picked up from Town Hall no later than two weeks after the event (or they will be disposed of). Submitting this form does not guarantee placement of banners. If there is a conflict, you will be contacted.

**Name of requestor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of event:** \_\_\_\_\_

**Dates of the event:** \_\_\_\_\_

**Dates you want banners to be hung:** \_\_\_\_\_

**Number of banners:** \_\_\_\_\_

**Individual in charge of banners:** \_\_\_\_\_

*(if different from requestor)*

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

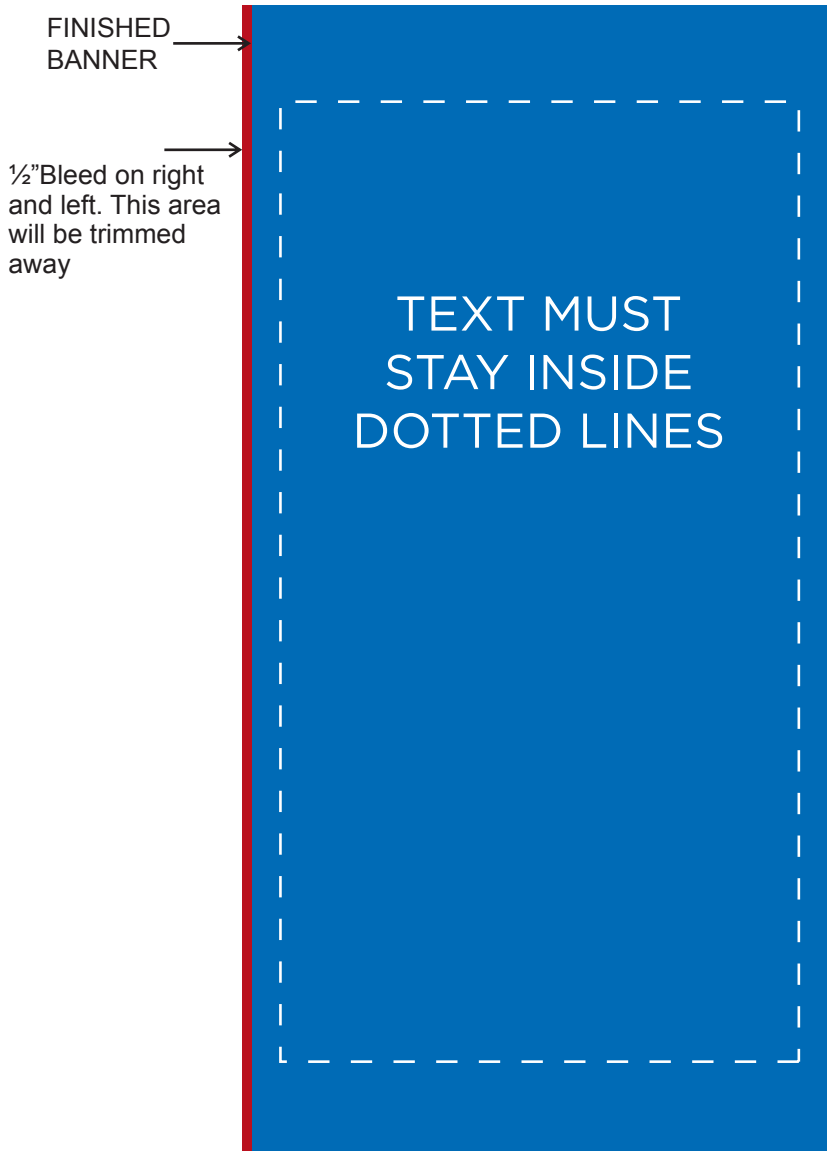
*(if different from requestor)*

**Note:** *To fit the town brackets on telephone poles, the banners need to be vinyl, two-sided and 30" wide by 60" long with a 3.25" pocket at top and bottom.*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# 30" x 60" DIGITAL GUIDELINES

31" x 60" Production size



## Raster Images:

Raster Images should have a **minimum of 150 dpi** (dots per inch) **at final output** size or a proportional size.

---

## Text:

All text has to be **converted to outlines or curves** to avoid font issues.

**KEEP ALL TEXT 5" FROM THE TOP AND 5" FROM THE BOTTOM TO ALLOW FOR POCKETS AND SEWING. GRAPHICS AND IMAGES ARE OK TO GO INTO THE POCKETS, JUST NO TEXT.**

---

## Spot Colors:

All spot colors will be printed as CMYK.

---

## Bleed Example:

**A 30" x 60" banner will have a layout dimension of 31" x 60".** The additional inch is provided for the bleed area, left and right. The banner will be printed and then cut down to 30" x 60" so that graphic bleeds off the edge of the material.

---

## File Preparation:

Files can be saved as an **.eps, .ai, .pdf** Be sure to be work in CMYK and include bleeds.