

## SIGNAGE INSTRUCTIONS

**Step 1:** Find a vendor local to you that will print a-frame signs. UPS, Staples, or a local print shop should be able to help. Make sure you understand your chosen vendor's turnaround time, so you can have the signs printed in advance.

**Step 2:** In general, an a-frame sign should be printed on corrugated plastic and be 3/16" (or 4mm) thick. Confirm with your vendor that their product will be rigid and weather resistant.

**Step 3:** Determine if you will also station volunteers at key points along the path that event attendees will take from their cars to check-in. Volunteers can elevate excitement, help attendees feel welcome, and offer clarification on directions if the path is confusing.

**Step 4:** Look through the provided a-frame sign designs and determine which ones you'd like to produce. If the pathway that event attendees will take is complicated, consider using the designs with arrows to guide them. Pre-plan what route you want them to take so you know which signs you'll need to produce. If you use a sandwich board, consider 1) putting it up against a wall so you only need to print a sign for one side, or 2) how its location will affect which design you print for each side.

**Step 5:** Order your signs, pick them up or ship them in advance, and set them up for the event!