

GRADUATION BANNER INSTALLATION INSTRUCTIONS

IMPORTANT READ CAREFULLY

STEP 1 REPARATION FOR INSTALLATION

You will need all the items that were included in your banner kit. These items include the Graduation Banner, 2 poles with ropes installed in them, 4 stakes and 4 zip ties. You will also need a hammer and a pair of scissors. The hammer will be used to install the stakes and the scissors will be used to trim the zip ties after the installation is completed.

Lay out all your items on the ground as shown below.



Figure 1

STEP 2 INSTALL ZIP TIES IN UPPER HOLES OF BANNER AND POLES

Insert one of the white zip ties through the upper banner grommet hole and all the way through the pole hole where the rope is coming out of (straight through). See Picture in Figure 2.

Put the end of the zip tie through the clasp and tighten. See Picture in Figure 3.



Figure 2



Figure 3

**STEP 3
SETUP FIRST POLE AND ANCHOR ROPES**

This step can be done with one person but it is recommend to be completed with two.

One person will hold the first pole while the other person stretches out the ropes in a “V” fashion from away from the pole. Take one of the provided stakes and install it into the ground using a hammer. The location will be such that you can maintain the “V” mentioned above and allow enough rope for wrapping around the stake and tying it (allow about 6 inches of rope for wrapping and tying). See Figures 4 & 5. Please note that the rope is wrapped around the stake and not inserted through any holes. Also, notice that the lower grommet will not be attached during this step.



Figure 4



Figure 5

**STEP 4
SETUP SECOND POLE AND ANCHOR ROPES**

Repeat Step 3 for Second Pole. See Figures 6 & 7. At this point, the top of the banner should be “taunt”; tight with a moderate amount of tension along the top and the poles should be fairly straight. It may be necessary to relocate the stakes to achieve this. Again, notice that the lower grommet will not be attached during this step.



Figure 6



Figure 7

STEP 5
ATTACH LOWER GROMMET TO POLE

Using remaining two zip ties, insert them through lower grommet and tighten. See Figures 8 & 9.



Figure 8



Figure 9

STEP 6
ATTACH LOWER GROMMET TO POLE

Your Banner installation should now look like the figure below. Using your scissors, trim back the excess zip tie material on the outside of the clasp. Your installation is now complete



Figure 10



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www.MyGradBanner.com

QUESTIONS

Should you have any questions regarding your graduation banner installation. Please contact Sign-A-Rama – Powell at 614-932-7005.

CLEANING & STORING

Should you need to clean your graduation banner, you may use plain water or warm water and a mild detergent or soap. Solvents or cleaners such as alcohol and “windex” will damage the banner. Always store your banner rolled up with the face side out. Do not roll it up tight or fold it.