

SUNDAY SIGNAGE SETUP

INTRODUCTION

First impressions make lasting impressions. Curb appeal is important in creating a welcoming environment for visitors and church members. Before entering the property, and while looking for church markers, people will begin to feel optimistic about their experience with Connections Church when the landscape is tidy and the area is clean and free from debris. Additionally, all members and visitors should be good stewards in taking care of the facility the Lord has blessed us with for all who to come and fellowship.

This policy and procedure will provide instructions in setting up the following:

1. Two Flag Banners
2. A-Board - outside of front entrance

TWO FLAG BANNERS

Landscaping of the church facility is beautiful but expensive to maintain and repair. Follow these steps for proper placement of the feather flag banners to prevent damaging underground piping, and piercing the irrigation line.



LOCATING EQUIPMENT

There are two feather flag banners. The following items are stored in Changing Room 3:

1. 2-black canvas travel bags housing the flag banners
2. Hammer



Contents of the flag banner canvas totes include five items:

1. Side pocket
 - a. Stainless steel ground stake found in the side pocket
 - b. Folded flag banner
2. Main compartment
 - c. Base pole
 - d. Middle pole
 - e. Top pole

BANNER PLACEMENT

Banners will be placed at the conner of Opakapaka and Munu Streets of the property.

Opakapaka Street

- Place the silver stake approximately **33-inches** from the sidewalk and the concrete hedge. If available, use the brown patch of grass as placement.



Munu Street

- Place the silver stake approximately **31-inches** from the sidewalk and the concrete hedge. If available, use the brown patch of grass as placement.



- Using the hammer, drive the stake using the top peg



BANNER ASSEMBLY

Assemble the three poles together:

1. Middle pole (d) inserted into the bottom pole (c)
2. Top pole (e) inserted into the middle pole (d)



Slide the tip of the top pole into the seam of the banner



Hook the tension cord from the banner to the hook on the bottom pole





Place the banner pole over the shorter hook
of the steel stake



STORING EMPTY BAG

Temporarily store the empty banner carrying case and hammer under the bench near the front entrance of the lobby area.



A-BOARD OUTSIDE FRONT ENTRANCE

As members and visitors pull into the drive-way, the A-board placed outside the front of the building entrance will visually indicate they are in the right location and where the entrance into the facility is.

It is ideal to place the A-Board sign facing the driveway entrance, in front of the outer pole.



LOCATING THE A-BOARD

The A-Board can be found in Change Room 1.

Please carry or use a hand truck when transporting the A-board to the front entrance to prevent scratching the floors of the facility.