

# UPDATING ADD-A-YEAR BANNERS



**Materials:** Masked letters provided by **CHAMPIONSHIP Award-Guys**,  
1/2" masking tape, tape measure, ruler, sharp pin

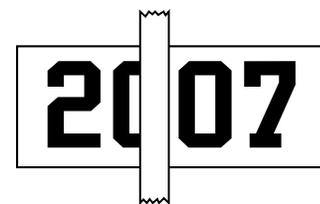
**Step 1:** Place the decal into the general area to be applied.

**Step 2:** Check for level with a ruler by measuring off the line of lettering above or the top edge of the banner. The horizontal spacing should be consistent with the other columns on the banner. If you are applying a decal which is the first one on the banner, refer to the other banners within your gymnasium. Please call us with any questions about measurements at **508.695.8133**, we'll be glad to help you.

**Step 3:** Apply a piece of masking tape across in the middle as shown:

2007

**Step 4:** Carefully peel back half of the top layer (thin white masking), making sure that all of the letters come off the backing material.



**Step 5:** Cut off the half of the backing which is exposed.

**Step 6:** Carefully smooth down the masking onto the surface, making sure to squeegee out any air bubbles.

Measure this distance

**Step 7:** Take off the masking tape which was holding the decal on and remove the backing from the other half of the decal.

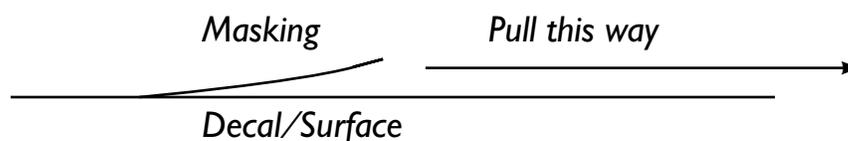


Cut backing here

**Step 8:** Smooth down the second half of the decal, again making sure there are no trapped bubbles.

**Step 9:** Squeegee the entire area vigorously, going from center to edge.

**Step 10:** Carefully peel mask off, pulling back at 180 degrees to the surface:



**Step 11:** If there are any air bubbles trapped under the surface of the letters, use a pin to prick a hole on one edge, then push the bubble out using your finger, not the squeegee.

**\*Please order your updates in a timely fashion; otherwise there may be a \$5.00 charge.**