MyBadges.com   1-800-6665-37756   sales@mybadges.com

EventBadges
Ordering Notes (with Variable Data)

1. Provide the artwork and variable data on time, to avoid production and/or shipping surcharges.

2. Artwork must be provided in vector, with any text converted to curves/outlines, or font files must be attached/included via email. Colors must be defined as either spot or CMYK.

3. Variable Data must be provided in an Excel Spreadsheet with each item in a separate column.
    "First Name", "Last Name", "Organization 1", "Organization 2", "City", "State", etc.

    - *The size of font used for each line is decided by our production. It is determined by the length of the longest item for that field.*
    - You can specify fonts, sizes and font weights if you supply them. We accept true type, open type and postscript fonts. If you specify the size, you are responsible to ensure all the data will fit on one line.

4. **Please plan ahead before entering data into the spreadsheet.**

    Attendee Names:
    Do you want the person's **first** and **last name** to be on one line or two?

    Organization Names:
    Do you want to design the badge to accommodate two lines for organization names.
    You need to decide on reasonable maximum number of characters per line.
      - the more characters there are, the smaller the font that is used.
    Note: The same size font is used for all organization names (regardless of length).
    Decide on acceptable standards for shortening names, if required. (for example: Association – Assoc., or International – Int'l, etc.)

5. Double check the spelling and correct capitalization of names. We cannot decide/correct those for you. (For example, M**acd**onald or M**cD**onald?)

6. **Suggestions:**

    A: Order extra badges with no variable data – in case there are mistakes or late registrants.
        - You can print the name on a label and stick it on the badge.

    B: Get two batches of badges done. The first, a couple of weeks before your event with the registrations you have to-date. The second batch done just before the event, with any additional registrants.
        - For this option, all you pay is an extra setup charge, plus the same unit cost per badge. Rush production and shipping charges may apply. Call for details.

7. **Art Charges:**
    The first proof is provided at no charge. Revised proofs are $15.00/ea.
    Any required work such as typesetting, color separation, touch-up, creating bleads, adding crop marks, etc., is subject to an art charge. We bill $50/hour for artwork. (No work is done without your approval.)

Example of the Excel Spreadsheet:

	A	B	C	D	E
1	First Name	Last Name	Organization 1	Organization 2	Networking code
2	Rebecca	Henderson	Association of Education	Professionals in CME	absolutely
3	Justin	Taylor	ACCOM		exceptional
4	Mary-Anne	Conner-Chan	Blue River Meeting and Event	Planners	exciting
5					