

# EventBadge Ordering Notes

\*\*\* See last page for example Standard Production calendar \*\*\*

## Typical production time

**Proofs:** 2-Business Days

**Production:** 5-Business Days

**3-Day Rush:** 3-Day Rush Production is 3-Business Days (plus proofing time)

**2-Day Rush:** 2-Day Rush Production is 2-Business Days (plus 1-Day proofing time)

\*\*\*Don't forget to account for shipping time. Typically 1-5 working days, dependent on ship-to location\*\*\*

- Production begins the day after final proof approval
- Orders will ship on the last day of production
- Rush shipping is typically always available

## Suggestions

- Order extra (blank) badges with artwork but no variable data. In the event that you have late registrants or a mis-spelling you can print onto a label and stick to badge.
- We recommend separating first & last names into separate columns. In the event that longer names do not fit all in one line, we have the option to stack names. We cannot do this with first and last names combined together in one column.
- Submit your data spreadsheet as an **Excel Worksheet** (.xlsx) as .csv files tend to incur corrupt characters from time to time.

## Artwork

- All final artwork should be submitted as an .ai, .eps or .pdf file. (.png's can be accepted in some circumstances)
- All artwork must be submitted with a minimum 1/8" bleed on all edges.
- Your artwork should include dynamic text fields to outline what fonts, sizing, line weight and spacing you would like. If no dynamic text fields are included, they will be created by production using basic fonts.
- Please include any font files used when submitting your order.
- All non-variable text should be outlined.
- Vector art is strongly encouraged to ensure crisp and clear print quality.
- Any raster/bitmap imaging within your design will need to be 300dpi.
- Any required design work such as typesetting, color separation, touch-up, creating bleeds, etc., is subject to an art charge. **We bill \$50/hour for artwork (billed in 15 Min. increments).** (No work is done without your approval.)

## Proof Revisions

- The first proof is provided at no charge. (We do not waive proofs for EventBadges)
- Proof revisions may cause delay in your order.
- **Any changes to artwork or data spreadsheets after submitting your order, will be subject to a \$25 charge**
- Specify any preferences and special requests when placing your order to avoid delay.

## **Data Spreadsheet**

Variable Data must be provided in an **Excel** or **Google** spreadsheet (or similar format) with each printed line-item in a separate column. "First Name", "Last Name", "Organization 1", etc.

- **The size of font** used for each line, if not specified by the client, is decided by our production team.
  - **You can specify fonts, sizes and font weights.** Please send us the fonts you want to use..
- If you specify the size, you are responsible to ensure all the data will fit on one line.
- Please exclude any information in your spreadsheet that is not to be printed.

Each **text position** on your badge will represent a **column in your spreadsheet**. If you have any **longer company names or job positions** consider creating a new column so we can print the company name or title **on two lines instead of one.** (see *diagrams on next page*)

Production has an option for longer titles, company names, designations, etc. that may not fit on one line:

1. **Shrink-to-fit** – We can shrink any records with longer titles, positions, names, etc. to fit on the badge without disturbing the font size of the bulk of the order.
2. **Text Wrapping** – We can wrap the text of any longer records granted there is room below for the text-wrapping to be inserted. We cannot control where the line-break occurs.

**Note:** If you would like absolute control over what is printed on each specific line of text on your badge, please separate your data into separate columns. (See Figure 1 and 2 on next page)

FIGURE 1

	A	B	C	D	E
1	<b>First Name</b>	<b>Last Name</b>	<b>Company 1</b>	<b>Company 2</b>	<b>Position 1</b>
2					
3	Amy	Antonson	Rogers & Company	Consulting	CEO
4	Amy	Watson	Rogers & Company	Consulting	President
5	Koreena	Jaltema	Rogers & Company	Consulting	Executive Assistant
6	Salima	Britton	Rogers & Company	Consulting	Executive Assistant
7	Leah Rose	Ma	Rogers & Company	Consulting	Sales Associate
8	Michael	Ten	Rogers & Company	Consulting	Sales Associate
9	Mandy	Avgerinos	Rogers & Company	Consulting	Sales Associate
10					
11	Michelle	Caswell	Mom and Pop Trucking		Logistics
12	Rachelle	Rivers	Mom and Pop Trucking		Logistics
13	Scarlett	Sievert	Mom and Pop Trucking		Logistics
14	Jeromy	Lim	Mom and Pop Trucking		Logistics
15	Laura	Simovich	Mom and Pop Trucking		Logistics



FIGURE 2



Feel free to give us a call if you have any questions 1-800-665-3775

### Example Standard Production Calendar

\*\*\* 2-Day and 3-Day rush production is available \*\*\*

JANUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Place Order	4 	5 Proof Available for Approval	6 Production	7 Production	8 
9	10 Production	11 Production	12 Order Ships	13	14	15 
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### Note:

- Production begins the day after your final proof approval.
- Consider having your order delivered a day ahead of schedule to mitigate any shipping delays.

Badges that this guide applies to:

EVB-4060V	EVB-4040
EVB-4050V	EVB-4030H
EVB-3050V	EVB-5030H
EVB-3040V	EVB-5040H
EVR-4060	