BANNER & ELEMENTS SET UP GUIDE

U.S. Food Waste Pact
usfoodwastepact.org

Pre-Competition: Instructions to Create, Print, and Assemble the Banner

This 3x6 foot competition banner will track progress throughout the competition while motivating employees to participate. After printing the banner, elements need to be edited, printed and attached manually from the banner elements folder. This will be displayed in a high-traffic area where employees will see it daily.

1 **Print the banner**

- Use a print store (e.g., Office Depot) to print a color banner that is 6 feet wide by 3 feet tall.
- Request grommets in all 4 corners for easy hanging (usually during the checkout process).

2 **Create and edit the custom elements**

- Using the files from the editable banner elements folder, customize the graphics for A, B, C, D.

3 **Print and place customized elements**

- Print out and cut the edited custom images to cover the white areas and sticky notes (A, B, C, D).
- Place them where indicated.

GOOGLE FONTS TO USE

Download the following free Google fonts to edit the PDFs:
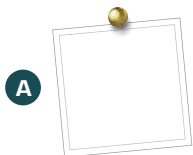
Special Elite Regular
Fuzzy Bubbles
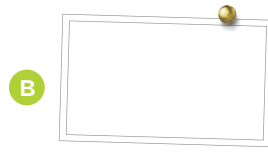Permanent Market
Playfair

Printed banner before customizing:
Using the elements provided in the banner elements folder, populate the areas A-D before posting for the competition.

Custom Image 1:
Add photo or logo of your brand

Custom Image 2:
Add photo or logo of your brand

Mid-Competition Incentive:
Customize, if desired

Final Prize:
Customize, if desired

Printed banner after customizing:
Beginning of competition...day one

TripleWin Advisory

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During the Competition: Instructions to Update the Banner Weekly

4 **Create and edit the custom news clipping elements**
- Download the Google fonts and files in the banner elements folder.
- Customize the weekly clipping graphics for E, F, G, H at the end of each week, editing the date, number of clues submitted, number of detectives participating, and the rate of participation.
- Print and cut out the provided clippings (E–H). These will need to be updated and attached weekly as the competition progresses.

5 **Update the banner weekly with news clippings**
- Each week, add a news clipping where gold thumbtacks labeled "Pistas/Clues" are shown.
- Place each clipping directly in the spaces under the scrap of paper for that week, over the matching thumbtacks.

Edit the **date**
Edit the **# of clues**

Edit the **# of clues**

Update percentage of **participation rate**

Weekly clippings

E — Week 1
F — Week 2
G — Week 3
H — Week 4

Banner at the end of the competition: At the end of each week, one clipping will be added until all thumbtacks are populated.