London Business School

# Worldwide ALUMNI Celebration

# Print Guidelines

2025

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## Print Guidelines

Welcome to your WAC event pack. We have provided some decorations to bring some extra fun to your celebration.

### Here is how to use them:

- Download each of the print PDFs from the digital portal
- Find a local printing service
- Share this guide and the print PDFs with the printing service

Make sure you get an invoice from the printing service provider and send to wac@london.edu so we can cover the cost.

See how to set up and use your items in the following document.

Any questions? Email us at wac@london.edu and we'll be happy to help.

# What's included?

Please choose a few of these items to print for your WAC event. Here's what they are and how to use them:

## 1. Photo props

It's going to be a night to remember, so let's get some snaps. You can set up a mini photobooth area at your event with these props.

## 2. Coasters

Here's to global connections! If desired, spread these out across your event.

## 3. Flag

Hang this at your venue using staples, pushpins or tape so people know where to find the event.

## 4. Bunting

You'll need around 1m of string to hang the triangles on. Start by spreading them out equally along the string. Once you're happy, simply fold the top edge of the triangles over the string and secure with tape.

## Photo props

**Paper size:** A3 (Celebrating Global Connections, Worldwide Alumni Celebration), A1 (photo frame)

**Materials:** Your printer can recommend a suitable card. They can also cut to the correct size.

## Flag

**Paper size:** A2

**Materials:** Your printer can recommend a suitable textile.

## Coasters

**Paper size:** A4

**Materials:** Your printer can recommend a suitable card. They will also cut to the correct size.

## Bunting

**Paper size:** A3

**Materials:** Paper,150gsm

**Instructions:** Please see illustrated guide.