

London
Business
School



Print Guidelines

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 put the finishing touches on your items and use them at your event (also in the 'what's included' section)
- 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 how to use them:

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. Make sure to grab some markers so your guests can write messages on them.

Coasters

With a built in QR code, these coasters will get the conversation flowing.

Flag

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

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 (speech bubble, sixtieth roundel), A1 (photo frame)

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

Coasters

Paper size: A4

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

Flag

Paper size: A2

Materials: Your printer can recommend a suitable textile.

Roll up Banners

Size: 850mm x 2200mm

Materials: Your printer can recommend a suitable textile.

Bunting

Paper size: A3

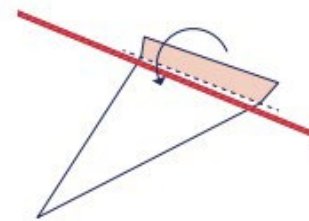
Materials: Paper, 150gsm

Instructions:

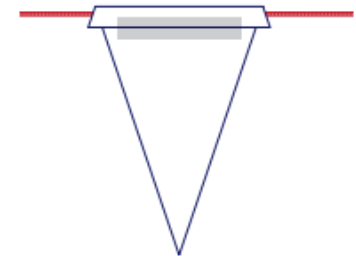
Please see illustrated guide opposite



1. Print at A3 without border and cut the sheet as per guide image to create the bunting triangles



3. Turn the triangle over and fold the top 1cm over the length of string



4. Secure with tape and trim any excess