



How to Order SENIOR BANNERS

1. Assign a Team Coordinator for Senior Banners. Team Coordinators should confirm the **Senior** athletes on your team and determine the size and quantity of banners needed. ***Be sure to get the correct names and spelling for each athlete! You do not need jersey # for this form!***
2. ***Senior Banners will use images taken by HR Imaging at the beginning of each season,*** therefore, all SENIORS should have their photos taken by HR Imaging. If a Senior athlete is not purchasing pictures, please fill out an HR Imaging form with "FOR SCHOOL USE ONLY" so the photographer knows to capture the student's image.
3. Fill out the form below and e-mail to Lisa Daragona (lisa_daragona@olsd.us) in the OHS Athletic Department. Lisa will upload HR Imaging photos to the printer's website. This ensures your banners will be printed with professional, high-quality images. NOTE: If using images other than HR Imaging photos, uploads and quality are the responsibility of the Team.
4. E-mail completed form to Cynthia Johnson at Think Signs (cynthiaj@thinksignsandgraphics.com) as soon as possible so that your banners can be scheduled for printing. Think Signs will send proofs to each Team Coordinator for approval. ***Banners will not be printed until the Team Coordinator approves the proofs.***
5. This form will serve as your order form with Think Signs. Think Signs will invoice each team directly. Team Coordinators need to work their Team Treasurer to process the invoice for payment via the Concur system.

Team				Coordinator Name	
Phone			Email		
Banner Size	24x30 (\$30ea) Quantity >			36x60 (\$40ea) Quantity >	
Carbiners?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NOTE: \$1/banner added to order if "YES".

ATHLETE NAME		ATHLETE NAME		ATHLETE NAME	
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

*Carbiners are used to hang banners and replace zipties. The cost is \$1.00 per banner and can be reused.