



CAC Banner Ordering Procedure

- Check current banner sponsor list on **thecougarnation.com** to see which businesses are partnering with our CHS teams.
- Player/Parent sells banner to sponsor. Team rep makes sure a banner form is provided to sponsor to complete.
- Sponsor or Player/Parent completes banner form.
BANNER PROGRAM OPTIONS:
 - Campus Wide (\$2,400)** - Four (8x4) banners displayed at all outdoor venues (football, baseball, softball, soccer) and One (3x6) Navy Blue and White banner displayed in the gymnasium (basketball/volleyball). *CAC retains \$500 for banner production and maintenance if new banners are required OR \$125 for maintenance fee if new banners are not required.*
 - Single Venue Only (\$700)** - One (8x4) banner displayed at the venue of the sport sponsored. *CAC retains \$100 for banner production and maintenance if new banner is required OR \$25 for maintenance fee if a new banner is not required.*
- Sponsor or Player/Parent submits banner form (by mail or email to cougarathletic@gmail.com) and payment (by mail or in person).
- Sponsor submits artwork/logo to CAC at cougarathletic@gmail.com. (See banner form for details.)
- CAC Banner Committee approves banner artwork and confirms payment.
- CAC Banner Committee submits banner order to printer.
- Printer provides proof of banner to CAC for approval.
- With approval from sponsor, printer fabricates banner and delivers to CHS front office.
- CAC Banner Committee notifies team rep of banner delivery.
- Team rep hangs banner in designated area (determined by team's field/court) on campus.
- CAC Banner Committee updates master sponsor list, which is updated on CAC website monthly.
- If the banner needs to be displayed in the gym AND there is space, CAC will turn in a work order for WCS Maintenance to hang banner.
- **Team maintains** banner for **12 months** from display date. (The exception will be banners on the football field which are taken down for graduation.) Maintenance includes watching for damage, broken zip ties, etc.
- CAC will cover the cost of reprint during the 12-month period for damage due to weather/natural causes. The cost to reprint due to any artwork or sponsor requested changed to banner will be covered by the team.

Email for artwork submission, banner forms, and questions: cougarathletic@gmail.com

CAC Banner Committee Rep: Tommy Hall (tommy.hall@lumosdiagnostics.com)