

Procedure Book Banner Orders Line Codes: 5701 and 1801

The Banner Orders Chairman is

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation)
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview – This chairman processes orders for CGCI banners. Banners are shipped directly from the manufacturer to the purchaser. The [order form](#) and [DIY directions](#) for assembling a PVC pipe display stand are available on the website.

History – The banners originated in 2009, designed by Maryanne Lucas as a promotional and branding tool.

Procedures

- Process banner order upon receipt of check
 - Contact: ColormaxDigital.com to place the order. Telephone: 866-200-8798
Login: MGConsulting@cox.net
Password: CGCIban1!
NOTE: change login and password AND RECORD HERE at the assumption of this chairmanship
 - Follow steps to place order: click on “Purchase”
Vinyl Banner #13 oz.
Width 24” Height 72”
Hem and grommet as appropriate
 - Add item to cart
 - Confirm billing information
Change Shipping information to where the order will be shipped
 - Select completion time: 4 business days
 - File Delivery: Upload file on next page
 - Shipping: Ground (UPS)
 - Payment: CGCI has a Colormax Account
 - Place Order
 - Continue to file upload
 - Browse and Insert file
 - Record order number in the file
- Colormax sends shipping notification and an invoice to Financial Secretary and this chairman

Handling Money Procedures with [Online Webform](#)

- Process all checks as received using **line code 5701**
- Record checks received using the [Online Webform](#)
- **BEFORE** clicking on the “submit” button:
 - Print two copies (one to mail with the checks and one for the file)
 - Click on the “submit” button - the form will automatically be forwarded to the CGCI Financial Secretary and Treasurer.
 - Mail checks and form to the Treasurer monthly.

- Prepare a Request for Payment to pay Colormax using **line code 1801**
 - Complete the [Request for Payment or Reimbursement form](#) to be accompanied by receipt/invoice.
 - Email form and receipt/invoice to the Financial Secretary.

Suggestions

- Use CGCI meetings as an opportunity to promote the banner
- Encourage purchase and display of banners
 - Distribute the ordering information to District Directors
 - Submit articles to *Golden Gardens*

Attached documents

- Picture of banner
- DIY directions for assembling a PVC pipe display stand
- Historical record of banner orders

Picture of banner



BANNER STAND CONSTRUCTION DIRECTIONS

Purchase at least 22' of sturdy $\frac{1}{2}$ " PVC pipe, 4 slip caps, 6 slip tees and 2 elbows. Cut the pipes into the following lengths:

4 – 34 $\frac{1}{2}$ "

3 – 21 $\frac{1}{2}$ "

4 – 9 $\frac{1}{2}$ "

2 – 2 $\frac{1}{4}$ "

Glue:

To both ends of one 21 $\frac{1}{2}$ " length glue elbows

To both ends of two 21 $\frac{1}{2}$ " lengths glue tees

Create two: cap – 9 $\frac{1}{2}$ " length – T – 9 $\frac{1}{2}$ " length - cap

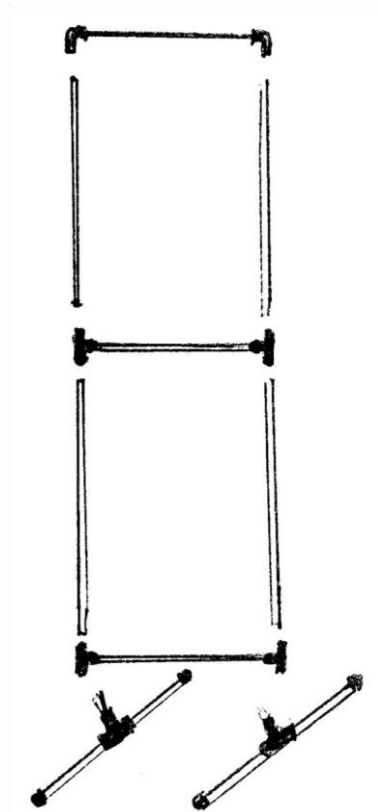
Glue the 2 $\frac{1}{4}$ " pieces into each of the tees to complete the bases

Put the glue away. You can paint the pieces with black Fusion spray paint

Assembly:

The banner can be attached to the stand with hook and loop tape at the top and at the sides near the bottom and/or holes can be drilled at the top ends of the stand (elbows) and something used to tie through the banner's grommets. The banners do not do well in windy situations – they need to be weighted.

Assembly Diagram



R. Desilets, 2009

Historical Record Banner Orders

Year	Banners Orders	Comments
2009	22	10 for CGCI
2010	9	
2011	16	
2012	6	
2013	7	
2014	5	
2015	6	
2016	2	
2017	3	
2018	1	
2019	0	
2020	3	
2021	1	
2022	1	
2023	0	
2024	1	
2025		
2026		
2027		
TOTALS	83	