

Printing at the Mandir

A one-page guide for every banner, sign and flyer. Read it before you design or order anything.

Questions? Ask the event's signage lead. · Design templates: IT Admin (Jarvikbhai).

How to order: 5 steps

1 Check stock	2 Request the design	3 Proofread twice	4 Submit it	5 Deliver & store
Ask the event's signage lead what the mandir already has. Many signs are reusable.	Use the event's design template (Canva / PPT). Give size, quantity, wording, POC and due date.	Two people check every word, date, time and spelling before it goes out.	Send it through the event's Print Desk link with a link to the final file. The desk combines orders.	Ship to the mandir, not a home. After the event, roll banners (never fold), label and store.

GOLDEN RULE

Right size + bleed. Sharp image.

① **Size + bleed.** Printers trim each piece, so the file is the ordered size plus **bleed** on every side (½ in for most items: a 4×6 card file is 4¼×6¼ in). Backgrounds run to the file edge; text stays **inside the safe margin**. Hemmed banners: exact size, no bleed. The request form shows your file size.

② **Never low resolution.** Zoom to 100% on every photo and logo. If it looks soft or blocky on screen, it will print that way, only larger. Get the original file.

Quick check: pixels needed = file inches × dpi. 3×5 ft banner at 150 dpi = 5,400 × 9,000 px. 4×6 in card with bleed (4¼×6¼) at 300 dpi = 1,275 × 1,875 px.

Common print types: what to ask for

Type	Use it for	Typical sizes	Design file	Say this when ordering
Vinyl banner — hanging	Tents, stalls, outdoors	2×4, 3×5, 4×6 ft	Exact size; text 1½ in in	Hem + grommets or pole pockets
Large print — no hem	Decor, walls, backdrops	3×6, 3×10, 8×12 ft	+½ in bleed; text 1 in in	Say how it will be mounted
Yard sign	Parking, directions	18×24, 24×36 in	+½ in bleed; text ½ in in	1 or 2 sides; arrow direction
Rigid sign / poster board	Schedules, exhibition	18×24, 24×36 in	+½ in bleed; text ½ in in	Foam indoors; PVC to reuse
Postcards / photo prints	Invites, mailers	4×6, 5×7 in	+½ in bleed; text ⅛ in in	Card or photo paper; sides
Flyers (500+ copies)	Handouts, programs	8.5×11, 5.5×8.5 in	+½ in bleed; text ⅛ in in	Paper, sides; test QR codes

What we print where

- **Your department:** letter and legal at the mandir; 11×17 at a local shop such as Staples. Not the Print Desk.
- **Print Desk:** banners, yard signs, boards, badges, bulk postcards/photo prints, and letter/legal flyers in bulk (500+).
- **Lamination at the mandir:** commercial laminator, up to 11×17.
- **Preferred vendors:** *[list to be added]*

Turnaround: work back from the event

Vendors usually need **5–7 business days to print + 3–5 to ship**. Order at least **3½ weeks** before the event; confirm with the vendor.

Example — Kids Diwali, Sat Nov 7:

Fri Oct 9 design final, proofread **Tue Oct 13** ordered
~**Thu Oct 22** printed ~**Thu Oct 29** delivered
Oct 29 – Nov 6 a week to fix anything wrong

Common mistakes, and the fix

✗ White edges, or text cut off

Add the bleed so trimming leaves no white sliver; keep text in the safe margin (banners: 1½ in from edges).

✗ Typos, wrong dates or times

Write times one way (“5:00 PM” or “5 PM”, not both). Check spellings such as Aarti and names of events. Two proofreaders.

✗ Dates on reusable signs

A sign with this year's date can't be used again. Keep directional and general signs date-free.

✗ Text too small to read

Allow about 1 inch of letter height for every 10 ft of viewing distance. Fewer words, bigger type.

✗ Colours look different

Screens show RGB; printers use CMYK, so saffron can turn brown. Use the “PDF Print” export and ask for a proof on large orders.

✗ Each department orders alone

Separate orders mean extra shipping and mismatched designs. Submit it in the Print Desk; the desk places one combined order.

Maryada with murti images

- Use approved, high-resolution images of Thakorji and Guruhari from official sources.
- Never stretch, crop through, or put text over a murti.
- No murti or guru images on anything at ground level, walked on, or thrown away afterwards.

Before you click “Order”

- ☐ Exact size, material, hem/grommets and sides chosen
- ☐ Two people proofread; times and spellings consistent
- ☐ File = ordered size + bleed; text in the safe margin; sharp at 100%
- ☐ Submitted in the Print Desk with a link to the final file
- ☐ Ships to the mandir, arriving a week before the event