Banner Program Guidelines

Application information and guidelines for community groups requesting banner installation in Fort Langley.

What is the purpose of the banner program?
This program oversees, manages, stores and installs banners to all 53 locations throughout the community. Banners are changed throughout the year to celebrate the changes of the seasons, special events and to welcome visitors to Fort Langley

What is the role of the FLCA in managing the program?
The Fort Langley Community Association (FLCA) is funded by from the Township of Langley to manage the streetscape banner program in downtown Fort Langley.

Our role is to manage and organize the banner installations throughout the Village, and to work with community groups who wish to support the banner program by processing their applications and facilitating installation.

What are the goals of the banner program?
The goals of the Fort Langley banner program include:

1. Ensuring the continued streetscape beauty of our community;
2. To support local organizations;
3. To welcome visitors to the Fort, and;
4. To celebrate the changes of the seasons and special events

Who is on the banner program committee?
The committee is appointed by the FLCA Board of Directors

What are the Seasonal Banner's installation periods and times?

- Winter: December - February (Application deadline: October 1)
- Spring: March - May (Application deadline: January 1)
- Summer: June - August (Application deadline: April 1)
- Fall: September - November (Application deadline: July 1)

Who can apply for Event Banners?
Registered local non-profit organizations based in Fort Langley

How long are Event Banners installed for?
Event banners are in place for a maximum of 4 weeks, and may be extended by the Committee depending on time of year, event schedule and other factors.

What is the required number of banners?
There are 53 streetlight poles, 27 of the banners will remain consistent throughout the year using the Fort Langley Red design, with the balance of 26 banners being seasonal and or nonprofit community event banners. See the Banner Map (Appendix A)

What is the banner approval and installation process?
The banner approval and installation process is simple:

1. Community organization submits an application.
2. FLCA reviews applications within a 10 day time period. This will include confirmation of eligibility and your organization's non-profit status by the Township of Langley.
3. If the application is approved, the FLCA will submit the proposed banner design to the Township of Langley for review. This second stage review will take approximately 10 days.
4. Once the banner design is approved, the community organization produces the banners and provides them to the FLCA for installation.
5. The community organization provides payment for installation to the FLCA.
6. The FLCA has the banners installed for the agreed-upon time period, after which time the FLCA removes the banners and returns them to the community group.

What are the specifications required for the banners?
All banners approved for installation must be:

- Printed on 22oz. Vinyl
- v60.75 x h32
- Double Sided - Same Image
- Top: Self Sleeve (Background), 3.5" Layflat (Included), 2 Grommets w/ 1" White Webbing
- Bottom: Self Sleeve (Background), 3.5" Layflat (Included), 2 Grommets w/ 1" White Webbing

See an example in Appendix B

What are the anticipated costs of the banner program?
Community groups are responsible for all design, production and installation costs of their banners according to the specifications provided. We have found printing costs are about $100 per banner, plus GST. Installation costs about $55 per banner, plus GST.

Printing and installation of 25 banners would cost in the range of $3500-$4,000 however coordinating installation dates would significantly reduce costs.

Where can I direct additional questions?
You can email the FLCA at info@fortlangleycommunity.com

Fort Langley Community Banner Program Application Form

Email application to info@fortlangleycommunity.com

Organization name:		
Application date:		
Organization address:		
Organization email:		
Organization Facebook page:		
Organization Instagram:		
Organization Twitter:		
Description of organization:		
Representative name:		
Representative email:		
Representative phone:		
Banner design attached	Yes ❒	No ❒
Proposed date of installation:		
Proposed date of removal:		
Additional comments		

Internal use only:		
Has this design been approved by the Township of Langley?	Yes ❒	No ❒
Approved:	Yes ❒	No ❒
Approved by:		
Date of installation:		
Payment Received		
Installation notes:		

Appendix A - Banner program map

⬡ OLD STREETLIGHT POLES (4)
● NEW STREETLIGHT POLES (53)

RED MAIN BANNERS (27) Two Broken
BLUE SEASONAL BANNERS (26) Two Broken

Specifications for the design and production of the banners (Appendix B)

Mock-Up Approval

Order Specs				
Description	FORT LANGLEY VINYL STREET BANNERS			
Sales	E73KF-260801		Mfg ID	94718e-219265
Quantity	14	Over/Under policy applies.	Ship Date	

P01.1: Fort Langley Red: Same Image Front and Back, Qty: 7

P02.1: Fort Langley SHOP: Same Image Front and Back, Qty:

124 193 328 7496

Grommet Size and Placement are Approximate.

Notes : This color document is not to be used for color matching. Final output is dependent on the fabric and printing process

Printing and Finishing Specs				
Fabric	22oz. Vinyl	Finishing	Top: Self Sleeve (Background), 3.5" Layflat (Included) 2 Grommets w/ 1" White Webbing Bottom: Self Sleeve (Background), 3.5" Layflat (Included) 2 Grommets w/ 1" White Webbing
Process	Digital		
Size (VxH)	v60.75 x h32		
Sides	Double Sided - Same Image		
Template		Special	Heat Cut
Date	Tuesday, July 09, 2019		

Approved by: _____ Date: _____