



# Hometown Hero Banner Process

**PICTURES** First, collect all photos that you have of your service members or veterans. Some of these photos will be older and/or lower quality by nature. Using a new smart phone, download a photo scanning application. Ensure you are scanning the photo from directly above, not at an angle. Alternatively, scan the photo using a high resolution flat bed scanner.

**APPLICATIONS** Next, gather details about your service members utilizing the provided application. Commonly used information is name, rank and branch. It is important to remember that there is a limited amount of space available on a banner. It's best to use no more than 3 lines of text per banner.

**Service Member Info** Once all information is gathered and application is complete, please email the application and photo for each service member to The Town of Laurel (laureltnm@comcast.net). Ensure all files are named after the service member (Example: Jenna Jones, Application or Jenna Jones Picture). Alternatively, if you are unable to email the application and photo, you may drop it off at Laurel Town Hall, 201 Mechanic Street, Laurel, De. Please write the name on the back of the photo of the veteran.

Banners will be ordered in increments of not less than 5. Once you've selected your banner design (see several options below and mark on application), provided the images and information for each service member, and the banner price paid, the design process begins. The town will forward all information to Display Sales and you will receive visual proofs to review and approve. Once we have approval on all designs, your order will be put into production and printed. Banners will be placed on poles along streets that currently have brackets on poles. Banners will be displayed from April until September.



D444



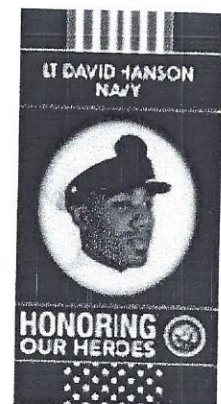
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# HOMETOWN HEROES BANNER PROGRAM™

## Veteran Information:

First Name: \_\_\_\_\_ Middle Initial (Optional) \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix (Jr, Sr) Optional: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Military Rank (optional): \_\_\_\_\_

Military Status (optional) circle one: Active Duty      Veteran      Memorial

Banner Selection (see attached banner process sheet): \_\_\_\_\_

## Applicant Information: Please use the best contact number for you.

Name of person submitting application and photo: \_\_\_\_\_

Relationship to Hometown Hero: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

NOTE: Banners are ordered in increments of 5.

**Banner Price: \$140.00. Must be paid for prior to ordering.**

### For Office Use Only:

Amount Paid: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date Received: \_\_\_\_\_