

**September 20, 2023**

**Report by Sub Committee**  
**Historic Resources Commission Event Banner**

**Purpose:**

The banner is to be utilized to promote the HRC at events such as History Fairs and similar events where the HRC wishes to have a booth, table, or display.

**Cost Estimate:** Under \$200 for the banner. See below for details.

**Timeline:**

We wish to have the banner ready to be prepared and on hand for our April 2024 meeting in order to use at the Santa Cruz County History Fair in May.

**Material Characteristics:**

The banner will be made of durable 13 oz (outdoor quality) vinyl in order to be used repeatedly. Vinyl will also allow it to be rolled up and stored when not in use.

It will have grommets to allow hanging on a wall, attached to the front of a table or simply laid on top of a table.

The finished size will be up to 3 feet by 5 feet

**Vendors:**

We examined 4 vendors. Three were online and one was local. The online vendors Zazzle.com, The Sign Room (Etsy), and Milweb1 (Etsy) provided size and pricing details. The local vendor Santa Cruz Signs.com required contacting them.

**Price:**

The costs vary by vendor and if any additional services are needed such as design work. Printing costs from vendors range from \$55 to under \$100, with camera-ready artwork. The final price will approach \$200 as we will utilize the selected vendor's design services.

**Next Steps:**

Approve cost today (HRC)

Determine process for ordering and payment (Annie/HRC Chair)

Finalize design (logos, font sizes etc) (sub committee))

Obtain camera-ready artwork or get assistance from County for logo file (Annie/sub committee)