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# **Banner Construction Guidelines**

For best results, please read all  
instructions carefully before  
beginning your banner.

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*Copyright permits you to make one banner of each design per pattern purchased. Patterns may not be purchased and resold as premade banners.*

## Supply List

The following items are needed to help you construct your banner:

- Scissors: a pair for cutting large pieces of fabric, a small pair for cutting out letters or difficult corners; a pair for cutting paper
- X-Acto knife, Type A with extra No. 11 blades
- Plastic cutting mat (24 x 36 or larger is best)
- Metal yardstick and metal ruler (cork backing is best to prevent slipping)
- Therm O Web HeatnBond iron-on adhesive (found in fabric and craft stores). Use Ultrahold for most fabrics. HeatnBond Light should be used for lamé and other very lightweight or thin fabrics.
- Spray adhesive
- Tape, Scotch Magic Tape Removable or drafting tape are best as they leave no residue upon removal
- Sheets of clean white paper to protect pattern pieces during ironing
- A clean dry iron (steam will not be used)
- Hard, flat surface (at least 4' x 6') that can withstand the heat of an iron, such as dining room table, ping pong table, or even the kitchen floor
- Fabric as indicated on materials list and thread to match background fabric
- Pencil and sheets of clean white paper

The following are suggested, but not required:

- Alvin 1109-36 stainless steel beveled 36" straight edge (or comparable) to be used with large cutting mat for cutting banner border pieces
- 4' x 8' sheet of plywood paired with smooth coated Masonite or other smooth, heat-resistant material to protect and provide seam-free work surface.
- Extra iron, scissors, etc., so you can have your friends over for a Banner making party!

## Selecting Fabric

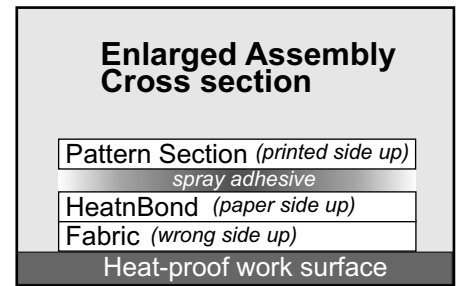
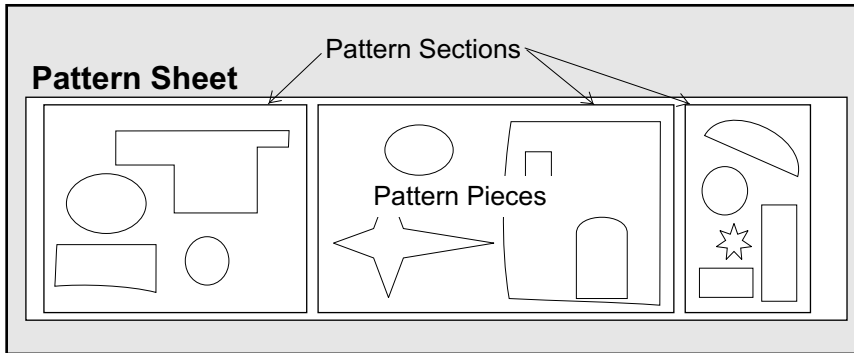
- Fabrics are available in a wide range of colors, textures and prints. The best thing to do at the fabric store is to take some time and browse. Don't forget to take along your full-color design and fabric quantity list (included with this packet). Find a place in the store where fabrics can be laid out next to each other. Arrange fabrics and stand back to evaluate the overall effect. We prefer to use a variety of fabric types to add depth and texture to the design.
- Choose a fabric for the background that is heavy enough to provide adequate body for hanging without buckling or curling. Some fabrics that work well for backgrounds are heavy cottons, upholstery fabric, denim, non-stretch microsuede, twill, and heavy cotton velvets. Avoid knits and stretchy fabrics. Make sure the fabric you choose can withstand ironing.
- When choosing fabric for the design pieces, remember that it adds to the dimension and visual interest of the banner when using different textures and finishes. Shiny fabrics, such as satin make the lettering on the banners stand out nicely.

**Tips:** *If you are a beginning banner maker, you will find it easiest to work with cottons, suede cloths, heavy satins and other stable fabrics. Avoid thin fabrics and lamé until you have a little more experience.*

*When bonding very light colors to a dark background, you may want to line the light fabric, depending on thickness, to ensure color vibrancy. Don't forget to purchase extra white cotton fabric and adhesive for this purpose if needed.*

## Preparing the Banner Pieces

Note: illustrations in this publication are not to scale



- Pattern pieces have been laid out to best utilize adhesive and fabric. Sections with color borders on pattern sheets are same width as standard 17" HeatnBond. You will notice that all pattern pieces are printed in reverse and should be applied with HeatnBond to wrong side of fabric as follows:
- Lay HeatnBond glue side down over pattern sheets and trace the green or purple color border sections (borders only, not individual pieces) with pencil onto paper side of adhesive. Also use a pencil to note fabric color on adhesive paper backing. Cut HeatnBond on traced lines. Cut paper pattern sections from pattern sheets along purple or green borders.
- Follow instructions on spray adhesive can to apply product liberally to unprinted side of pattern sheets. Be sure to work in a well ventilated area. Lay paper side of HeatnBond onto pattern to which adhesive has been sprayed.
- Place pattern sections, HeatnBond adhesive side down, on wrong side of corresponding fabric. Be sure pattern sections containing letters or words are all laid out on the same fabric grain (to avoid difference in fabric sheen when banner is viewed from a distance). Follow the instructions on the HeatnBond package to iron HeatnBond to wrong side of fabric.
- Now you are ready to cut out the pattern pieces. It is helpful to use an X-Acto knife with a new sharp blade and cutting mat for center of letters, such as b's, e's and o's, for small pieces, and on intricate areas. You will need to replace X-acto blade as it becomes dull, generally one to three times per banner set. Use scissors for larger pieces. A heavy stainless steel straight edge when used with a large cutting mat and X-acto knife is helpful for cutting nice straight lines for border pieces. Do not remove pattern paper or HeatnBond backing until you are ready to assemble banner, as instructions on back of pieces will assist you with placement.

**Tips:** Do not piece together scraps of HeatnBond unless indicated as necessary on pattern; seams may show through fabric.

Thin fabrics and satins have a tendency to wrinkle easily during the iron-on adhesive application process. Be very careful when applying HeatnBond, but don't panic if you have small wrinkles; they will generally iron out when applied to background.

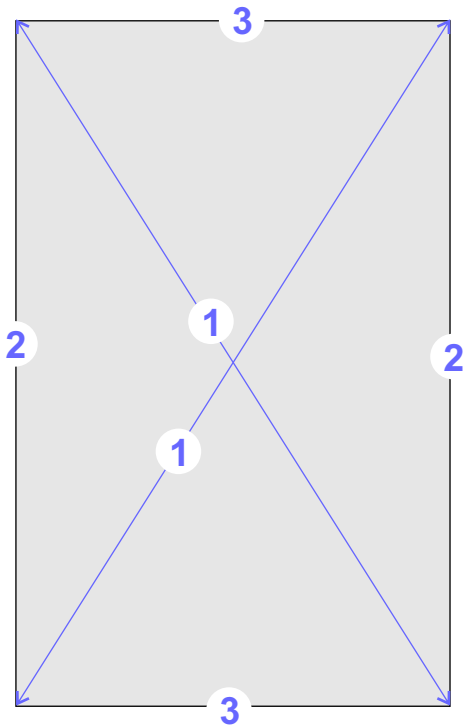
It's a good idea to save some larger scraps of fabric in case you need to cut a replacement if a mistake is made in assembling the banner, or you need to replace damaged pieces at a later date.

For satin borders: We usually recommend HeatnBond Lite when working with satin pieces to keep glue from bleeding through. Satin borders tend to fray along the edges if HeatnBond is not ironed securely onto fabric. A sharp new X-Acto blade will also help prevent this problem.

## Banner Background

• Iron fabric to remove any wrinkles. For 3x5 banners, fold fabric lengthwise down middle and cut out background using pattern. It is very important to make sure your lines are straight and your angles are true. Trim top edge with pinking shears. Lay out background flat on prepared work surface, iron again if necessary and get ready to begin assembly.

**Tips:** Lining background fabric will make it more stable and easier to cut. See optional instructions at the end of this packet

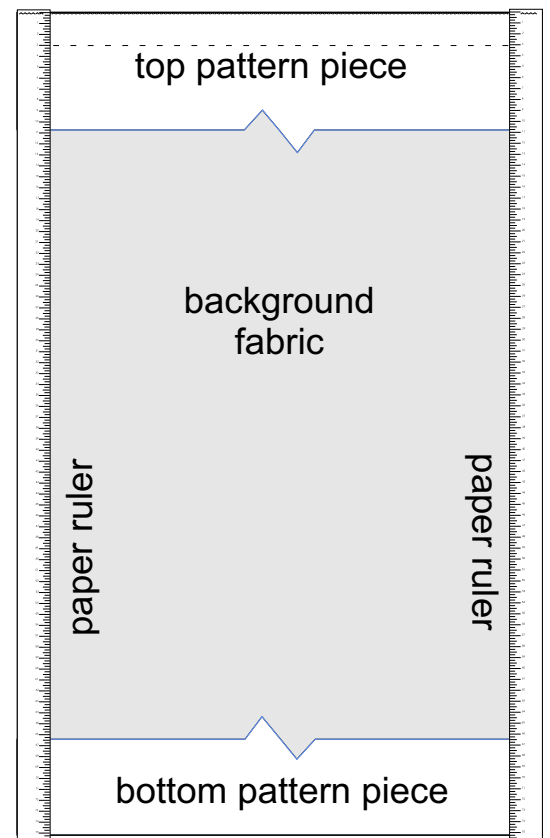


### To check if your banner background angles are true:

1. Measure from corner to corner diagonally. Distances should be equal.
2. Opposite sides should be equal.
3. Top & bottom should be equal.

• For 4x6 banners: Cut out paper background pattern pieces and place at ends of background fabric. Use the provided paper rulers to help place the pieces 72" apart. You will be using the rulers later, so take care not to rip them. Measure corners and sides as indicated above to check angles.

• For horizontal banners: Follow these instructions, substituting measurements as indicated on pattern pieces.



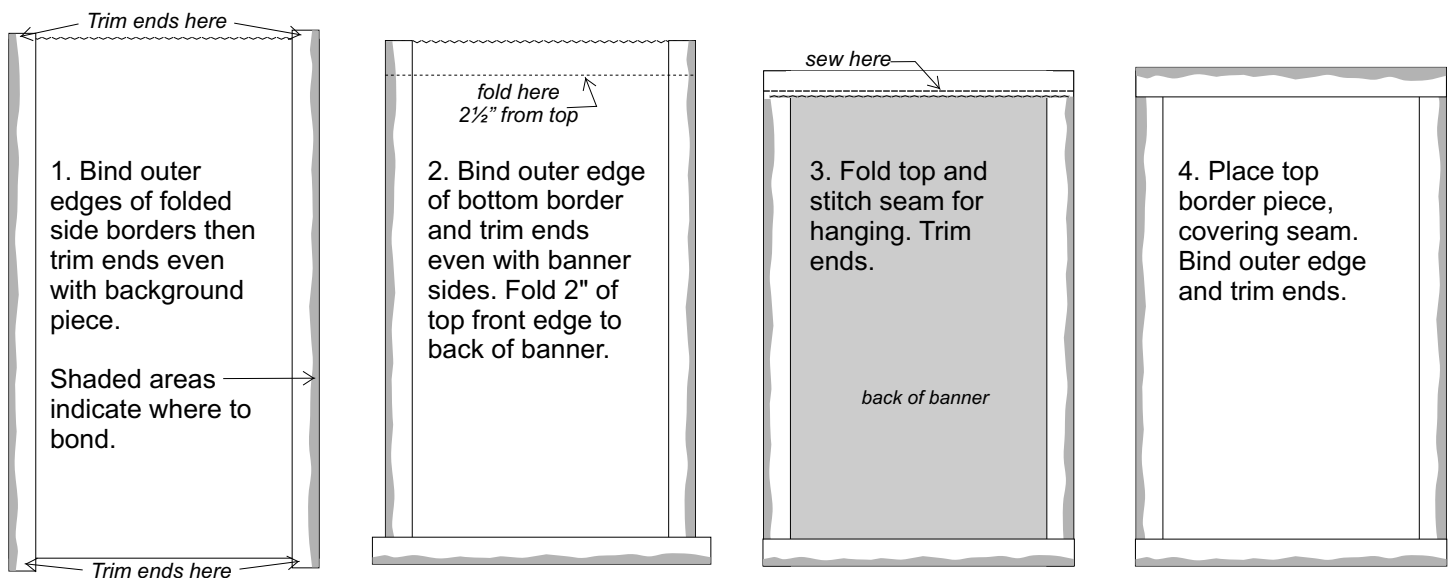
## Banner Borders

• Depending on design, most banners will have some pieces that need to be fitted under borders; others may have pieces that overlap border edge. Check design carefully to note these pieces. Dotted lines on pattern pieces indicate where a banner piece must be fitted under borders or other pieces.

### The following technique is recommended for assembling single border patterns:

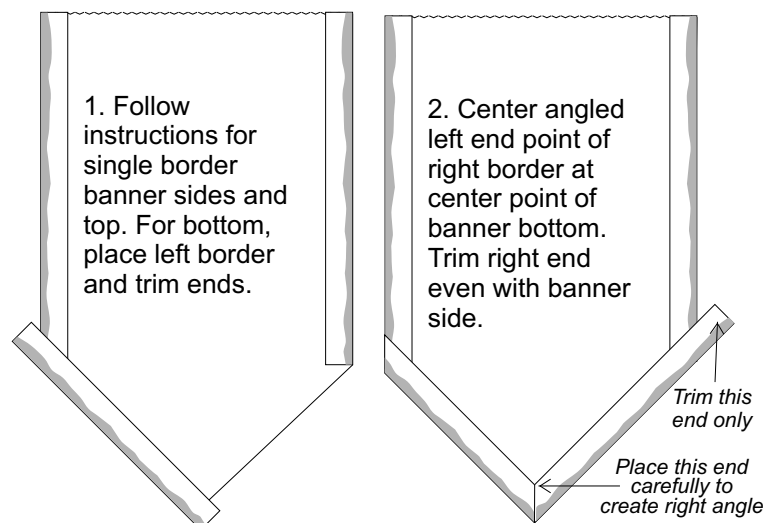
- Fold each prepared border pattern fabric strip in half lengthwise, with the HeatnBond paper on the inside. Iron lightly to crease. Remove paper pattern and HeatnBond backing from each piece, leaving adhesive exposed.
- Lay the side border pieces on first, with the crease of the fold against the edge of the background fabric. Bond only outermost 1/2" to 3/4" of folded border edge to background at this point. Check before and during ironing to be sure background fabric doesn't slip out. Trim ends even with background using X-Acto knife, metal ruler or straight edge and cutting mat (border pieces are made longer than necessary on ends to allow for precision trimming after bonding).
- Bind outer edge of bottom border and trim ends even with banner sides.
- Fold 2 1/2" of top front banner edge to back of banner. Press, then stitch in place with seam 2" from top, leaving ends open to allow hanging rod to slide through. Place top border piece, covering seam and bind only outer edge. Trim ends to expose openings. Banner will accommodate approximately 1/2" hanging rod.

*Note: Inner borders are left loose at this point to allow pattern pieces along edge (if applicable) to be tucked underneath. Refer to "Completing Banner Assembly" section in this packet.*



### For banners with bottom point:

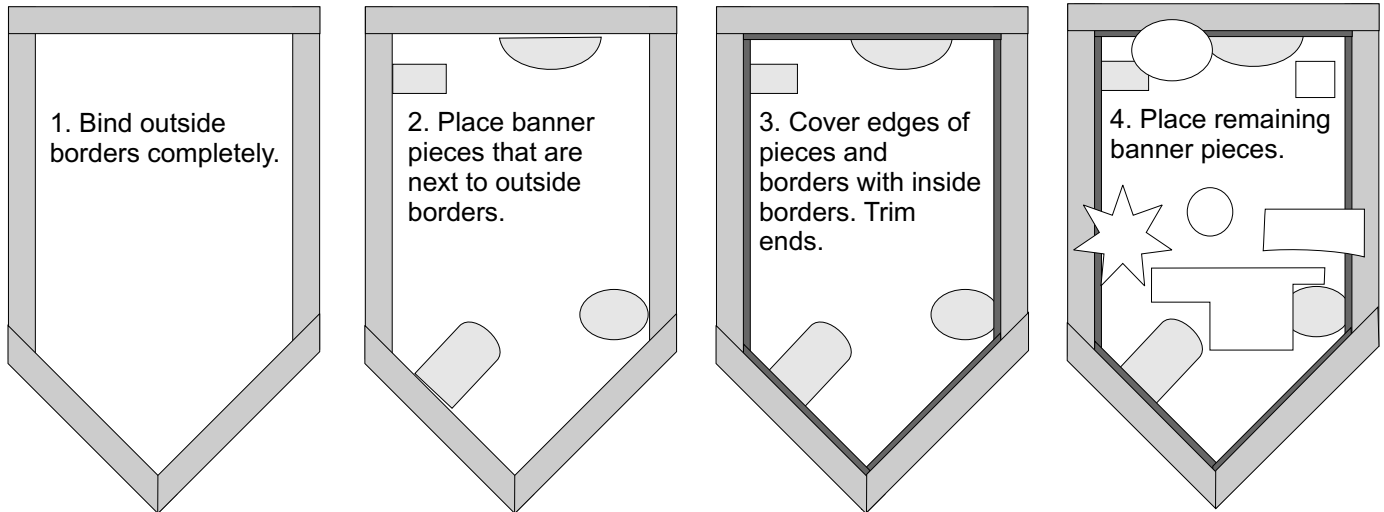
- Follow instructions for single border banner pattern with the following exceptions:
- Place left bottom border before right bottom border. Remember to bond only outer section of borders at this time. Trim ends even with border background. Carefully place angled end of right bottom border at center of background point to create right angle. Trim other end even with banner side.



### For banners with double borders:

Follow instructions for single border banners and banners with bottom point with the following exceptions:

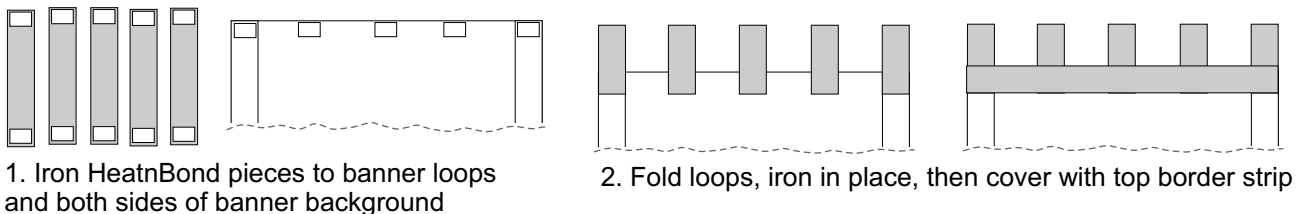
- Bond thicker, outside border completely, not just folded outer edges.
- Next, review design carefully and iron fabric pieces onto background that are adjacent to outside border.
- Place thinner, inside border to cover edges of banner pieces and outside border. Carefully trim ends using X-Acto knife, thin cutting mat and metal ruler.
- Place remaining banner pieces, noting that some may be placed over borders.



### For banners with tab (or loop) top:

Follow instructions for single border banners and banners with bottom point with the following exceptions:

- If any banner pieces are to be placed under top border, you may construct rest of banner before adding loops and top border strip (side borders first, bottom border next, all other banner pieces, then top border and loops). If no pieces need to be fitted under top border, it may be added after side and bottom borders.
- For each loop, iron two loop pieces together, both adhesive sides in and both fabric sides out. Using sharp X-Acto knife, trim 1/4" from each side to create clean edge. You do not need to trim ends, as they will be covered.
- Iron one 2 1/4" x 1 1/4" piece of HeatnBond to each end of back side of loops. To create stronger bond, iron an additional piece of HeatnBond to both front and back of banner where loops will be placed. Remove paper backing from HeatnBond.
- Fold each loop in half, cross-wise (HeatNBond side in), and position evenly along top of banner. Iron in place. Don't worry if a little glue leaks through; the ends will be covered.
- Cover loop ends on front and back of banner with top border strips and iron in place.



### For horizontal banners:

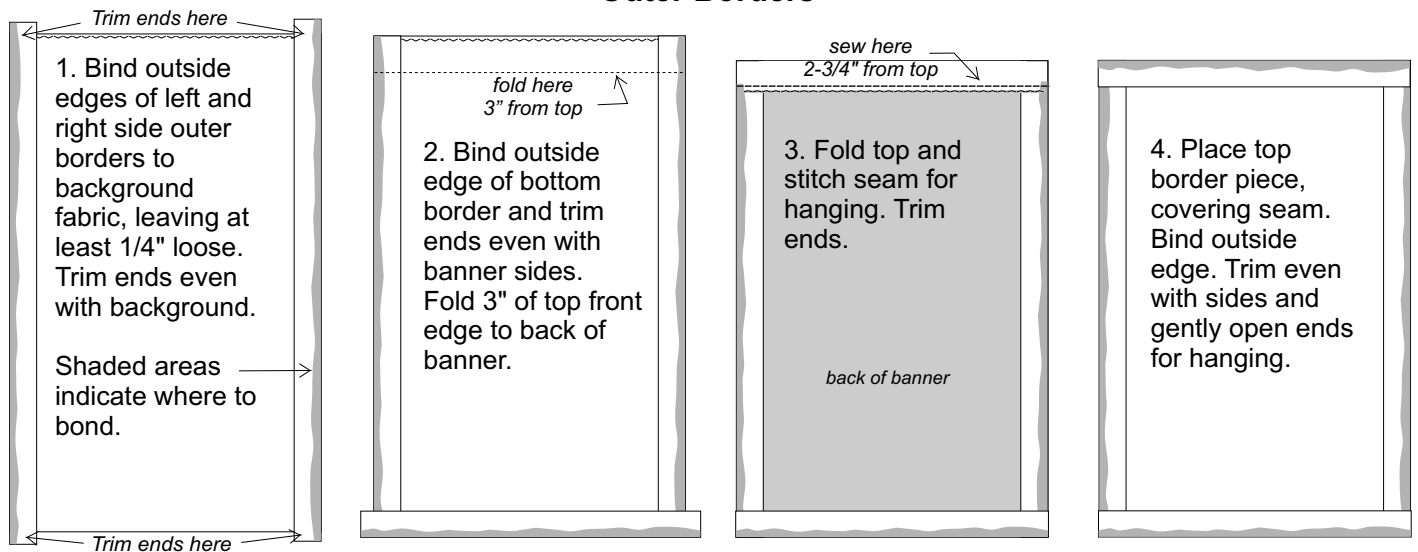
Follow instructions for 3x5 single border banners or 4x6 multiple border banners, substituting measurements as indicated on pattern pieces.

## Instructions for 4' x 6' banners with multiple borders:

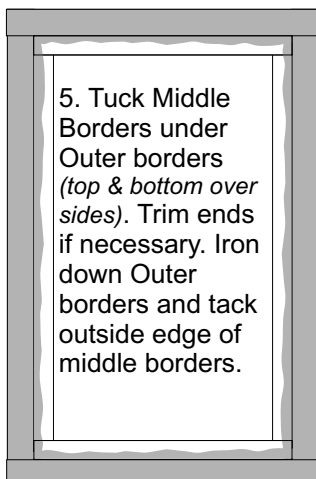
- Fold each prepared outer border pattern fabric strip lengthwise as indicated on pattern piece, with the HeatnBond paper on the inside. The borders are wider on the front side than on the back. Iron lightly to crease. Remove paper pattern and HeatnBond backing from each piece, leaving adhesive exposed.
- Lay the side border pieces on first, with the crease of the fold against the edge of the background fabric. Bond only outside edge of folded border to background at this point. Check before and during ironing to be sure background fabric doesn't slip out. Trim ends even with background using X-Acto knife, metal ruler or straight edge and cutting mat (border pieces are made longer than necessary on ends to allow for precision trimming after bonding).
- Bind outside edge of bottom border and trim ends even with banner sides.
- Fold 3" of top front banner edge to back of banner. Press, then stitch in place with seam 2-3/4" from top, leaving ends open to allow hanging rod to slide through. Place top border piece, covering seam and bind only outer edge. Trim ends to expose openings. Attach middle and Inner borders as instructed in the illustrations below.

Note: Inner border edges are left loose at this point to allow pattern pieces along edge (if applicable) to be tucked underneath. Refer to "Completing Banner Assembly" section in this packet.

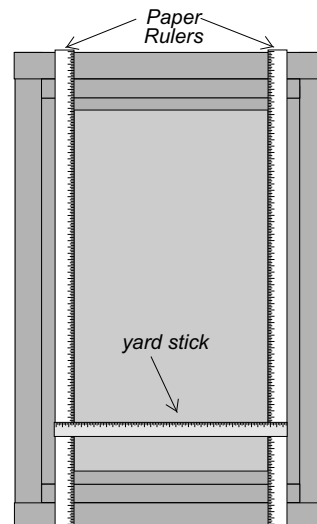
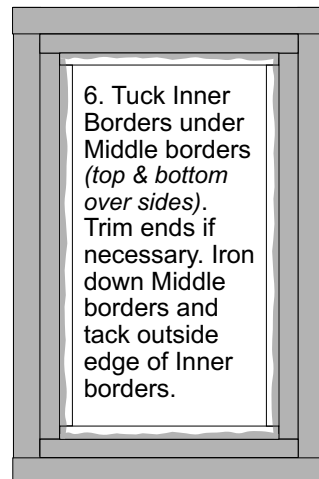
### Outer Borders



### Middle Borders



### Inner Borders



The paper rulers that were included with your 4x6 pattern can then be attached to your banner background. This will make it easier for you to line up letters and other pieces with grid using a yard stick or other straight edge.

## Completing Banner Assembly

- Peel HeatnBond paper backing from each piece as you are ready to position it. Dotted lines on paper pattern unless otherwise noted indicate where a banner piece is fitted beneath another banner piece or border. All pattern pieces have arrows indicating which end is to be placed toward top of banner.
- Using the Layout Grid included with your packet, carefully lay out individual pieces on background fabric. Note that each square on the grid is equal to one inch. Measure from the top and both sides to be certain that the pieces are lined up correctly. Study layout thoroughly and tuck any indicated pieces under border edges. Position each piece on the background before ironing anything.
- To lay out lines of text, measure correct distance along side border using grid, and place a small piece of removable tape on each side where base of text should be. Place yardstick across banner and use as guideline to place letters. Check for where center should be, and how many inches from sides text should begin and end.
- Once you are satisfied with the overall look, you are ready to iron banner pieces and remaining border areas in place. Set the iron temperature according to instructions on HeatnBond package. If the HeatnBond doesn't adhere well at this setting, turn up the iron in small increments until the adhesive sticks well. Warning: high heat may warp thin or delicate fabrics, or glue may soak through. Place a used sheet of HeatnBond (one with no adhesive) or a piece of clean white paper on top of the positioned banner pieces to protect fabric and keep adhesive from sticking to iron. Press iron in place for 2 seconds, then iron in a slow back and forth motion, applying an even amount of pressure over a small area. Lift and move the paper, checking to see if the pieces are adhered. If some adhesive from the cloth comes off onto the paper, discard and use a new piece. Carefully go over the entire surface of the banner, making sure all individual elements are adhered to the background. Turn banner over and iron from back side also.

**Tips:** *It is helpful to lay out words in the order they will be placed and small pieces in numerical order before beginning assembly.*

*Because banner dimensions can vary slightly, it is best to measure from either top or bottom when placing letter pieces, rather than alternating with both. Also check to make sure distance between bottoms of lines of text are equal before ironing in place.*

*When bonding lightweight fabric, it is helpful to hold it in place with small pieces of removable tape to prevent curling. Use very low heat, and tack in a few places before ironing completely. Do not use back and forth ironing motion, as lightweight fabric tends to easily stretch.*

*For very difficult or mirror-image patterns, you may want to actually lay out grid on background using string and removable tape to aid in placement of pieces. If you make a mistake on a mirror image banner, repeat the mistake on the other side so they will be alike.*

*If you need to remove an incorrectly positioned piece, iron the piece to soften the adhesive, then carefully peel it off. If the piece is misshapen, you will need to retrace the piece and cut it out. If you remove a piece and discover that it has left residue on the background, you can lay a piece of paper over the soiled area and iron over it. This may remove the residue. You also may carefully "shave" the fibers or glue with a single edged razor blade.*

*When removing banner from storage, check thoroughly; you may need to do touch-up ironing to secure loose pieces before hanging.*

## Hanging and Storage

- The banner opening can accommodate at least 1/2" dowel or curtain rod. When not in use, banners should be stored hanging in a cool, dry place where they are protected from light and dust.

## Other

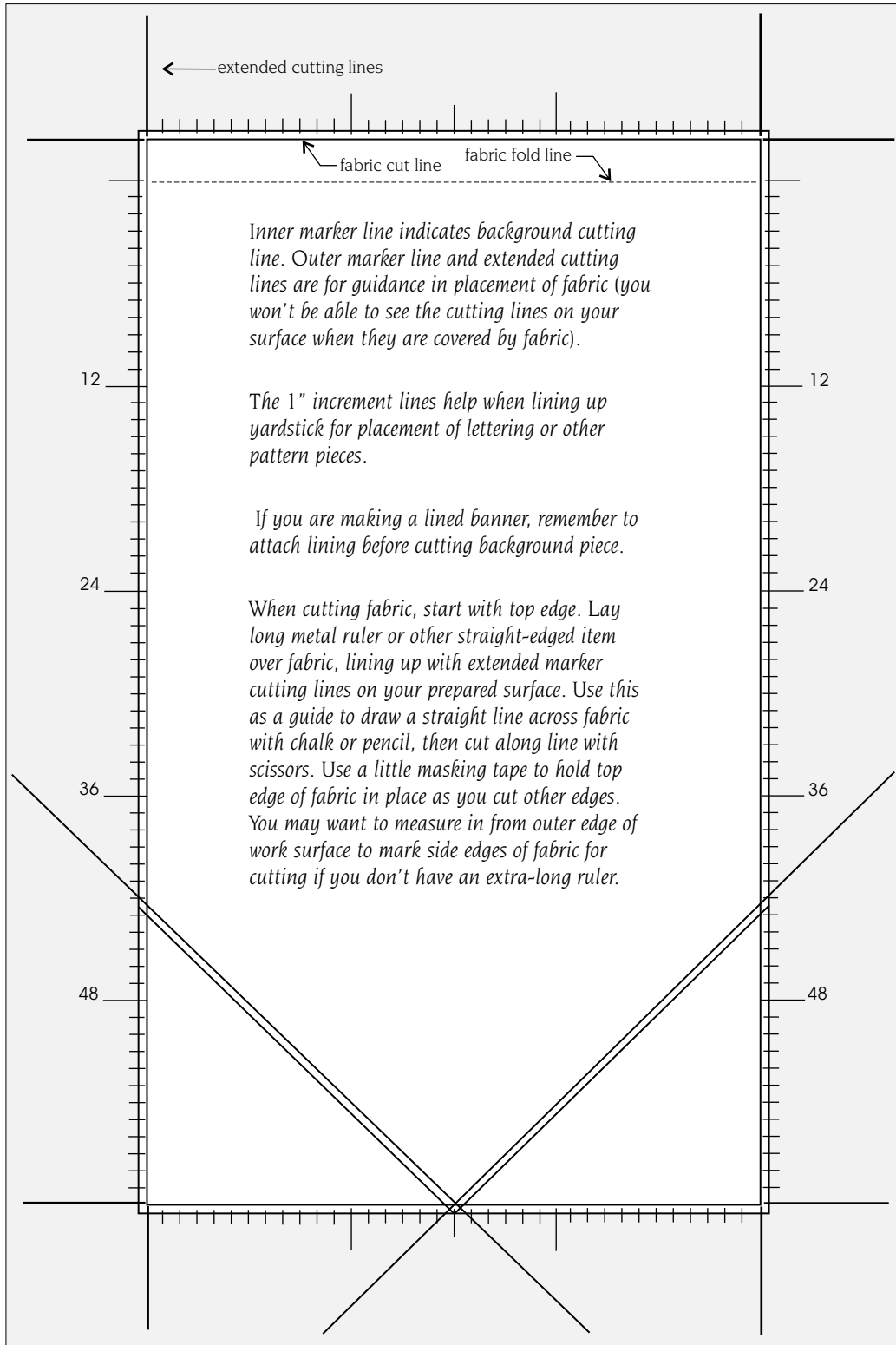
- Depending on your experience and difficulty level of pattern, you should expect to spend approximately 6 to 12 hours to complete each banner (not including shopping). Of course, it will go much faster and be more fun if you have friends over to help.
- In our experience, we have found that a banner pair can usually be made for \$125 - \$200 in materials (*fabric, HeatnBond, spray adhesive; does not include cost of pattern*).
- Don't sweat the small stuff. Even experienced banner makers make mistakes, most of which will never be noticed once the banner is hanging.

**We hope that you and your congregation will be blessed by your banner ministry!**

## Optional Instructions (for 3' x 5' banners)

- If you plan to make a number of banners, you may want to prepare a surface specifically for this purpose. As noted earlier, a 4' x 8' sheet of plywood paired with smooth coated Masonite works nicely. Other materials to consider are Formica or other laminate, or a solid sheet of heat-resistant linoleum (adhesive linoleum squares are not recommended). Drawing a grid or outline on your work surface with a permanent marker will make it easier to cut true angles and ensure banner dimensions are as exact as possible.

The following is an illustration of the outline we use:



## Optional Instructions

- Lining background fabric (especially anything with even a slight amount of stretch) with a lightweight cotton or satin will make it more stable and much easier to cut true angles. The lining should be attached before cutting background piece to size. To attach lining, first lay background fabric right side down. Lay lining fabric, right side up, on top of background fabric. Because the adhesive may dry a little too quickly on such a large surface, we prefer to bond the fabric in two steps. First, fold top half of liner back to expose upper portion of background fabric. Follow instructions provided with Duro or other spray adhesive to bond the top half of the two fabric surfaces. Start from the middle of the background fabric (lowest area of exposed section), smoothing and stretching out wrinkles and bubbles as you work toward edges. Repeat with bottom half of banner background. Iron when completed to help set the bond.
- (for 3' x 5' banners) Many nice heavy banner background fabrics come in 60" rather than 44" width. If cost is a controlling factor, you can save on expenses by doing a little extra work. A 2 1/2" extension may be added to the top of 60" wide fabric that has been rotated so that narrower dimensions are at top and bottom rather than sides. A medium weight cotton is easiest to work with for the extension (this piece will be covered by border when banner is complete). The extra fabric can be sewn to the background piece, or as we prefer, attach using HeatnBond. Extension should be added prior to cutting background, and before lining if applicable.

To add extension using HeatnBond method: Iron 37 1/2" x 7 1/2" sheet of HeatnBond onto extension fabric. Trim the extension piece to 37" x 7". Fold lengthwise down the middle, adhesive side in. Remove paper. Bond the long edges of the folded extension piece to the front and back of the background piece, overlapping by exactly 1". You have now added 2 1/2" to your background, for a total of 62 1/2". Trim side edges of extension flush with background fabric, and proceed with banner construction. Note: this top edge will be folded over when sewing seam to accommodate hanging rod, and covered by banner borders. It will be somewhat harder to sew, due to multiple layers of fabric and adhesive.

