

CLUB SIGNAGE REQUEST GUIDELINES

Please Note - Rendering up club signage for review is quite a lengthy process so please be absolutely certain you intend to proceed with installation once you've sent this request.

STEP 1 - Take a hi-resolution, full-colour, front on, uncluttered photo of your space. Please supply just the best shot that captures your space adequately and name accordingly.

STEP 2 - Have all the spaces measured up by yourself or your signage company or our preferred supplier.

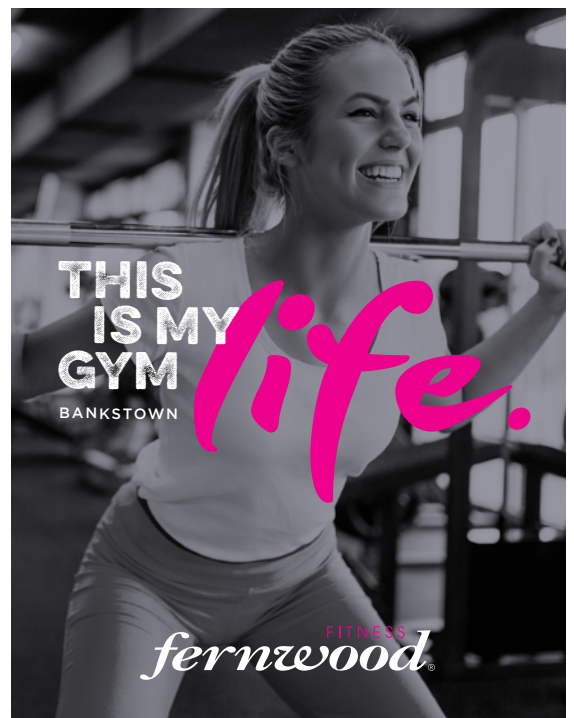
STEP 3 - As accurately as possible please fill out the editable form which is part of this PDF.

STEP 4 - Send the form, measurements and relevant photos to helen.alfa@fernwoodfitness.com.au

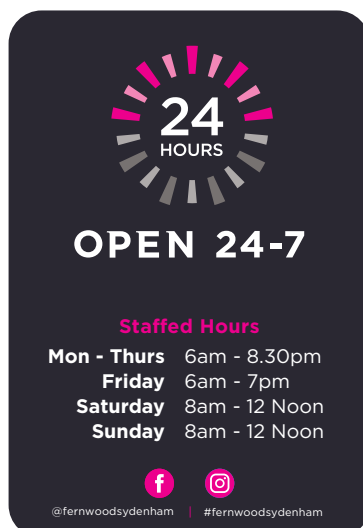
PLEASE NOTE - Signage requests sent in any other form than this process **will not be accepted**.



Example of external signage



Example of branded graphics



Club details either side of door



Wayfinding

PREFERRED SIGNAGE SUPPLIER

We work closely with **Signarama Kew** who provide very competitive rates, great service and a quality finish for all our signage needs. Let us know if you need us to contact them.

CLUB SIGNAGE DESIGN REQUEST

Please email your signage request to
helen.alfa@fernwoodfitness.com.au

In the subject field include Club Name & Signage Request
e.g. **CRAIGIEBURN - CLUB SIGNAGE DESIGN REQUEST**

+ **Club Name**

+ **Date**

+ **Job Owner**

+ **Email Address**

+ **Phone No.**

+ **Club Address**

IMPORTANT REMINDER

Please be mindful that we have a **14-DAY** turnaround for all signage request jobs but will do our best to get jobs back sooner if possible.

+ **Job Description**

Please provide a short description about what signage you are proposing to install at your club.

Include as much detail as possible that might help us understand your space and why you think you need new artwork generated by NSO.

+ **External Signage**

Please outline your key messaging that you would like to emphasise about the services your club offers.

For example

- FIIT3O
- Childcare
- Reformer Pilates
- Yoga
- Personal Training
- Group Fitness
- Fernwood Logo

+ **Internal Signage**

Please outline what you would like created for your internal spaces.

For example

- Wayfinding
- Reception Signage
- Feature Wall
- Branded Graphics
- Brand Quotes

+ **Estimated Budget**

+ **Council approval** ☐ Yes ☐ No ☐ Not Required

+ **Building management approval** ☐ Yes ☐ No ☐ Not Required

+ **Photos of space attached** ☐ Yes ☐ No (Please supply clear, uncluttered, front on images)

+ **Measurements attached** ☐ Yes ☐ No (Please supply in Millimetres - mm)