



### 2023 LWML District Banner General Instructions

The Banner Processional at LWML conventions sets the tone for the convention and we as one of the host districts are to develop a new banner. Please take a moment to think about a design for the LWML SWD using the theme, “Celebrate the Lord of Nations” and someone who would be willing to sew the banner together. All ideas are great whether they are simple pencil drawings or complete renditions. Send your ideas by Thursday, December 1, 2022, to Claudia Fairfield, VP Organizational Resources, at [vporganizationalresources@lwml-swd.org](mailto:vporganizationalresources@lwml-swd.org) or mail them to 626 South Main, Westfield, WI 53964.

General banner specifications:

1. Finished banner size is to be 3’ x 5’. Added fringe may be longer. The banner should be easy to manage when carried. Heavy fabrics and bulky items make carrying the banner difficult.
2. Your district’s name (can be abbreviated) must be on the front of the banner. Use any size letters you wish. Place a small identifying tag naming your district on the lower left corner on the backside of the banner, to help identify your district banner when rolled up.
3. Attach two ties to the back of the banner. One of the ties is to be at the center of the banner width, about 10-12” from the top. The second tie is to be at the center of the banner width, about 10-12” from the bottom. These ties should be long enough to tie a bow around a two-inch pole. Note: Do NOT use Velcro to hold banner to the pole, as it has proved ineffective. Please use ties as described.
4. Tack the casing at the bottom of the banner to keep the dowel in place.
5. At the top attach the banner to a one-inch dowel with an eye screw on each end of the dowel. Please use a strong quarter inch or 8mm cord. Make a small loop at the center for hanging. Secure the cord through each eye screw, laying the cord flat along the dowel, with the small loop at the center of the banner. Knot the cord on the outside of each screw. Be sure to attach the cord tightly since they tend to stretch when the banner is hanging. Have your banner hang before convention to allow time for stretching.