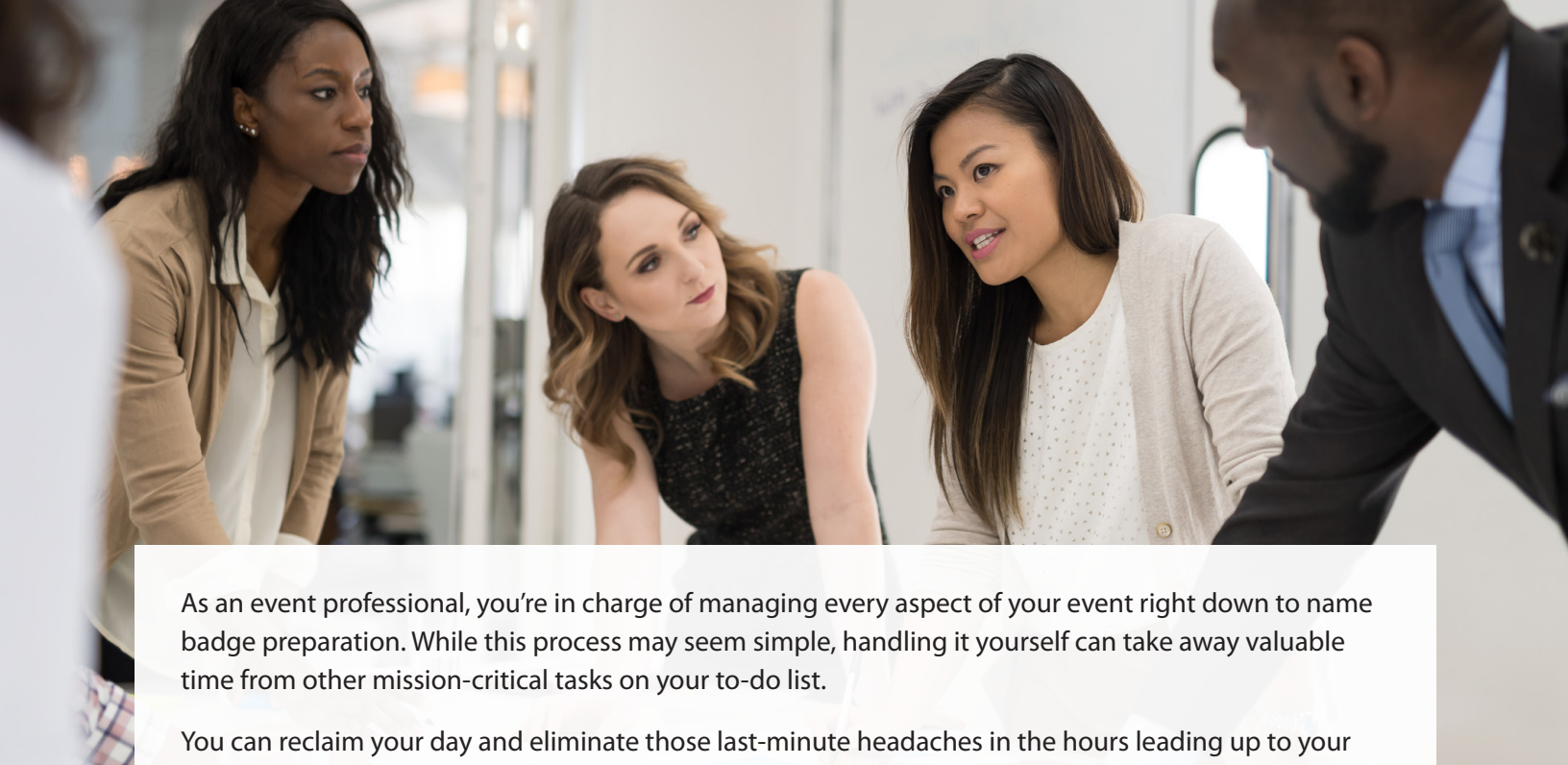




The Name Badges to Go Quick Reference Guide



As an event professional, you're in charge of managing every aspect of your event right down to name badge preparation. While this process may seem simple, handling it yourself can take away valuable time from other mission-critical tasks on your to-do list.

You can reclaim your day and eliminate those last-minute headaches in the hours leading up to your event with pc/nametag's **Name Badges to Go** service. We have created this quick reference guide to help make your experience with us as seamless as possible. We look forward to working with you!

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WHAT IS NAME BADGES TO GO?

Name Badges to Go is a time-saving service that eliminates the need to prepare your own name tags for meetings and events. We handle every step from start to finish. Simply send us your attendee list and we'll do the coordination, printing, assembly and shipping for you.

We handle the hard stuff while you get expertly designed name tags, event badges or staff IDs—fully alphabetized and organized—shipped directly to the location of your choosing.





7 Easy Steps to Name Badges to Go



The most memorable connections begin with a “visual handshake.” Event badges, name tags and holders are perfect for helping attendees create a great first impression and connect with likeminded individuals at your meeting.

No matter the size of your event, there’s an event badge option for every budget. Choose from cost-conscious vinyl holders and custom paper inserts or make a statement with our premium full-color event badges. You can rest assured that every product you order from pc/nametag will be high-quality and durable enough to handle your attendees’ needs:



Event Badges

Give an exceptional look and feel to any event with this bold and contemporary option. Select this badge type if you are looking for superior durability and crisp printing.

- Shop from eight badge sizes or go custom.
- Select original gloss, satin, clear, soft touch, metallic, foil accent or holographic overlay as your finish.
- Include personalization, visuals, barcodes, QR codes, agendas and maps on the flip side.
- For last-minute attendee changes, order badge stock with full-color imprints, then print names on clear labels and adhere to the badge.



Neck Wallets

Stylish yet functional, neck wallets help keep your attendees’ hands free so they can focus on learning and connecting with others. Neck wallets will add a unique element of sophistication to any gathering.

- Choose from a variety of sizes, pockets, fabrics and color options.
- Enjoy the convenience of having lanyards or cords already attached.
- Make a statement with ample space for event branding and sponsor logos.
- Keep business cards, room keys, raffle tickets, agendas and maps within reach.

CONTINUED ON NEXT PAGE





Vinyl Holders and Paper Inserts

Get the perfect blend of quality looks, adaptability and durability to handle even multi-day meetings without the need to break the bank. Select this option for an easy way to maximize your budget.

- *Pick from horizontal and vertical-oriented holders and coordinating inserts.*
- *Explore our selection of compatible lanyard and attachment options.*
- *We will assemble with our pre-printed paper inserts to give your meeting a polished look.*
- *Pair your holders with a variety of engaging, brightly colored badge ribbons.*



Looking for eco-friendly badge options?

At pc/nametag, we believe in being stewards of our environment, using resources wisely, and taking a holistic approach to our social and economic impacts. Explore badge options that are biodegradable, recyclable or made from recycled materials by visiting pcnametag.com/sustainable-events.



Once you've chosen your name badge, you're ready to select a complementing lanyard, as well as any other badge accessories. While these paid additions are not required, they can help attendees stand out and make a statement. They can also be used to show off sponsors and highlight event branding.

»» Choose your lanyard.

pc/nametag offers blank, 1-3 color and full-color imprint options. We will help you choose a lanyard width, material and attachment that works best with your order.

Are you ordering neck wallets? Great news! Most neck wallets come with a lanyard or adjustable cord. If you would like to include a sponsored lanyard with your order, choose a neck wallet option with a single or double ring attachment and space for an imprint.

»» Upgrade your name tag organizer.

Our standard, stackable organization trays are included with every custom badge order. However, we also offer premium tray options like our OneWay Flex™ Name Tag Organizer which is smaller and more compact. Our OneWay® Neck Wallet Tray is best suited for neck wallet display.

»» Select any paid add-ons.

The pc/nametag team is happy to add custom stickers to badges, attach lanyards, or stuff holders with customized tickets or badge ribbons — just ask! If you can dream it, we can do it. Please note, paid add-ons may affect your order's overall production lead time.

»» Have badges packed inside custom registration packets.

"Save time, skip the line." That's the idea behind including name badges inside attendee registration packets. Not only can our logistics experts handle your Name Badges to Go order, but they can also prepare custom-printed packets with event materials to be mailed to attendees prior to your meeting.



TAG TIP: Maximize your budget by bulk-shipping all registration packets to one location, such as your venue or host hotel. This is a cost-effective alternative to sending packets to attendees' individual homes or offices.



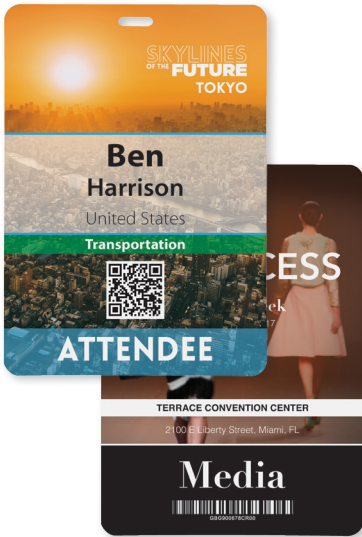
Get Inspired!

See how our customers are getting creative with add-ons:



Add a transparent overlay.

This add-on can be used as a ticket or admission to exclusive events.



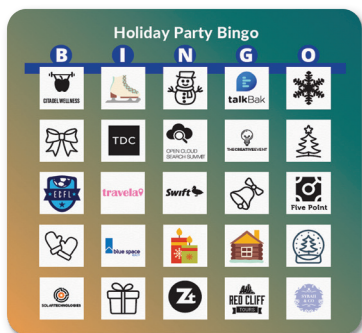
Add variable data.

QR codes and barcodes can add an extra layer of security to your event or provide quick access to attendee data.



Add a back pocket.

Keep schedules, business cards and drink tickets visible and within reach.



Add gamification.

Ask how we can add a BINGO, loyalty, or punch card to your name badges.



Add badge ribbons.

Facilitate networking opportunities with in-stock or custom ribbons.



Event professionals take great pride in executing flawless events. At pc/nametag, we care about your events and treat them with the same precision and attention-to-detail that you do. Your dedicated customer service team member will work with you to nail down your event details, create timelines, discuss deadlines, and answer any question or concerns you may have.

» Share your required name badge quantity.

No event is too large or small for our team to handle. You will receive the same great service for every event you host. Plus, we will always include extra blank name tags with your order so you're never without a badge for last-minute attendee registrations.

» Share your order's delivery address.

We are happy to send your Name Badges to Go order to your home, office, event venue, host hotel or any other location of your choosing.

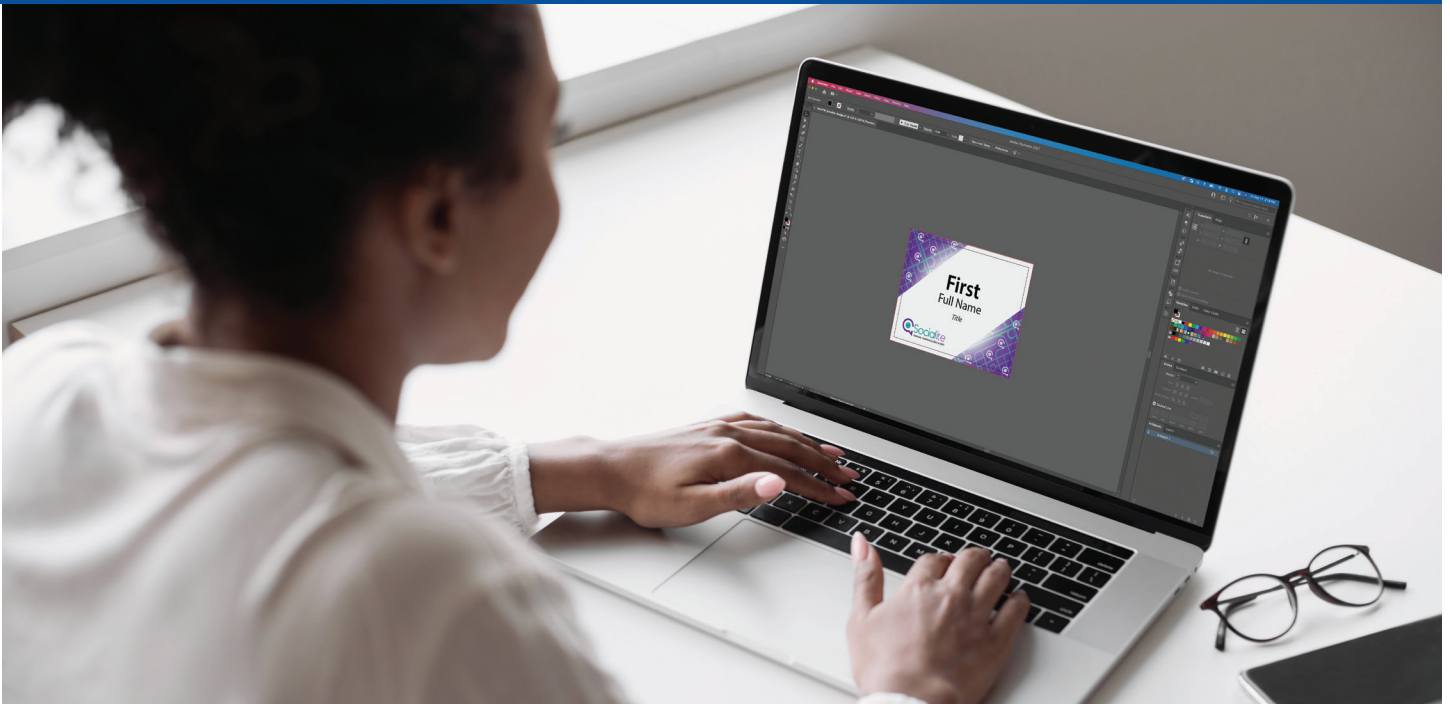
» Share your ideal in-hand date.

Last-minute badge preparation can be stressful. Leave it to us to ensure you have your event badges ready to go before your event begins. Please note, rush orders may incur an additional fee.

» Share how you would like your organizer trays sent.

If your order requires expedited shipping, we advise our customers to ship their organizer trays separately from their event badges to avoid higher-than-normal shipping costs.





We want your event badge to be as unique and special as your event is. That's why we offer many advanced digital printing services that provide crisp, vivid detail on every badge.

Just send us your logo and artwork or collaborate with our art team to bring your vision to life. We even offer templates and design examples to help guide you towards creating the perfect badge for your next event.

➤ Provide us with your logo and artwork.

For 1-, 2-, 3- or 4-spot color imprints, supply your art in vector format including Pantone values (saved as .ai or .eps). For full color or digital imprints, supply high-resolution artwork (300 dpi saved as .jpeg, .pdf, .ai or .eps).

➤ Provide your badge layout preference.

There are a variety of ways to lay out the information on your event badge order. If you are unsure of which format would work best for your needs, your customer service representative will be happy to walk you through examples of what would work best based on your preferences.

➤ Decide if you want to incorporate any premium design elements.

In addition to variable data, your badge's artwork can feature other helpful information like an attendee's meal designation, venue Wi-Fi information, custom agendas, maps, game cards and more. If you would like to include premium design elements, let us know.

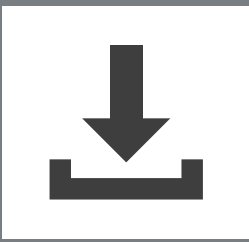
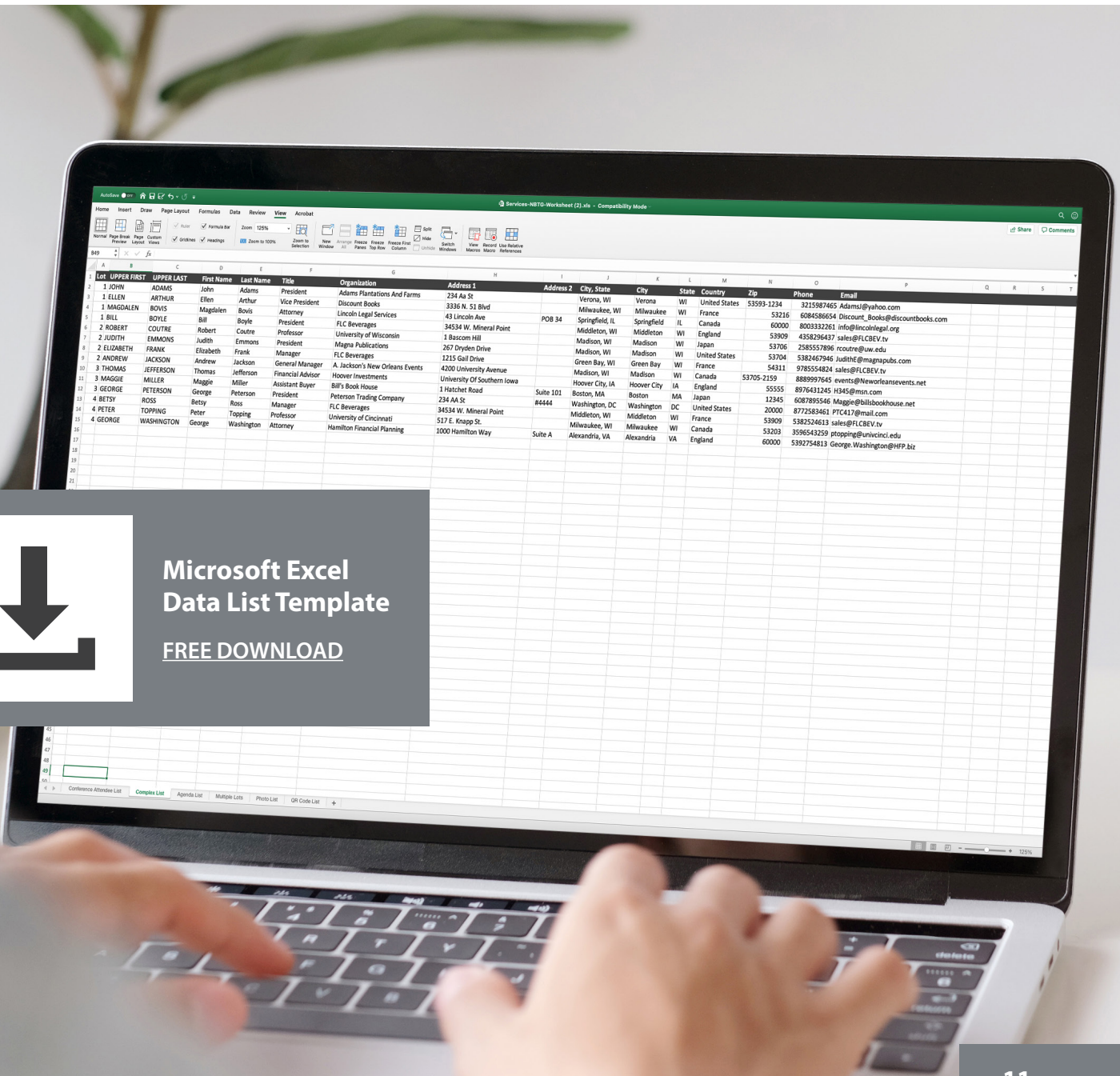


STEP 5

SEND US YOUR ATTENDEE LIST

Once you have your final attendee list in hand, you can send us their information as a Microsoft Excel document or spreadsheet. We invite you to format this information in separate columns, taking care to check for any misspellings, capitalization errors or additional spaces.

Lastly, let us know how you would like our team to organize your badges once your order is printed. Most customers organize by first or last name, but we can also organize them by company or other grouping method.



Microsoft Excel
Data List Template
FREE DOWNLOAD





You are almost there! At this point in time, your pc/nametag customer service representative will notify you that they have received your artwork and sorting instructions.

Your representative will also provide you with the following information:

- »» **An artwork proof for your badges**
- »» **A pricing quote for your approval**
- »» **A deadline for edits and additional names**
- »» **A deadline for your final approval**

Our team will wait until we receive an approval for both your quote and artwork. Once we receive your consent, we will begin printing your name badges. **On average, we will need approximately three business days for standard production**, but we can create your order faster with additional rush charges applied.



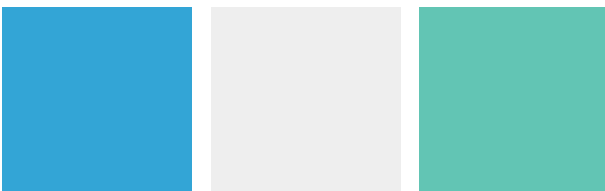
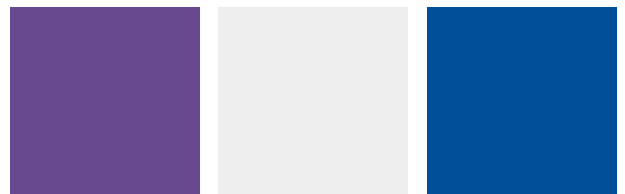
STEP 7

ENJOY STRESS-FREE NAME BADGE PREPARATION

Congratulations! You can officially relax and enjoy the perks of letting pc/nametag handle the name badge preparation process for you. Take this time to get back to doing what you love most: Creating events that make an impact.

In the meantime, our in-house team of professional printers, assemblers and shippers will be working hard to ensure your Name Badges to Go order is completed with care.

Have questions or concerns? Reach out to our team of specialists via email at sales@pcnametag.com or via phone at 888.362.8759.



EXPLORE MORE PC/NAMETAG CUSTOM SERVICES

For over 40 years, pc/nametag has helped business and event professionals create meaningful connections through custom-branded products and unique service offerings. Specializing in customizable name tags, badges, lanyards, badge ribbons, branded products, office supplies and more, pc/nametag works with you to create memorable experiences that bring people together.

In addition to Name Badges to Go, pc/nametag also offers other custom services to help you reclaim time in your day, increase efficiency, boost ROI and improve customer satisfaction:



Curated Gift Box Creation

Whether you are looking to welcome a new client or show gratitude to attendees, let pc/nametag help your team facilitate new and existing relationships in the business world. With countless customization options and branded products, we work with you to design a themed box that can be mailed to recipients' homes or offices for any occasion.

[Learn More](#)



Custom Event Registration Packet Assembly

Cut down on queue times and over-crowding with hand-assembled event registration packets that can be delivered to attendees' hotels, offices, and homes. From budget-friendly solutions made of eco-friendly materials, to spacious registration packets large enough to hold gifts, pc/nametag has an option for every size and style of event.

[Learn More](#)

For more information about pc/nametag products and services, visit pcnametag.com or call **888.362.8759** to discuss ideas and options with a team member. We look forward to working with you!

