

WeMakeCalendars.com
01604 230939

WE MAKE CALENDARS

SCHOOLS CLUBS TEAMS BUSINESSES CHARITIES FAMILIES



**GET STARTED
+ HINTS & TIPS**

CREATE YOUR CALENDAR.

ARTWORK CALENDAR

You will need:

13 x sheets of A3 heavy weight paper/card
+ additional 80gsm paper for childrens portraits
Scissors

Glue

An A3 envelope to send your artwork in (we recommend sandwiching it inbetween stiff card and putting it in a plastic bag to keep it safe. Always photocopy your artwork before sending.

PHOTO CALENDAR

You will need:

A good camera

A good photographer

A computer to email your photos

GET STARTED.

CREATE YOUR CALENDAR ARTWORK

It's really simple. Simply follow the steps below. Any problems, check out our FAQs on the website, or just give us a call!

1 SELECT YOUR CALENDAR DESIGN



There are a few things to consider when selecting your calendar; What size you would like, if you want colour artwork/photos or black line artwork and the style of calendar grid suitable for your customers. Our biggest selling calendar to fundraisers is the 'Organiser', with it's useful columns and area for sponsors adverts. 'London Elegance' is also the most popular amongst our friends and family clients, this one knows how to let the artwork take the spot light.

2 CREATE & ORGANISE YOUR ARTWORK



If you are planning a colour artwork calendar, you can create drawings or photographs. Decided what is going on each month, and get your photographer or budding artists to work. Each month could be themed according to the seasons, or could be birthday focused for example. See our HINTS & TIPS booklet for more inspiration.

3 EMAIL EVERYTHING TO US



SEND DIGITAL ARTWORK

If you are able to scan in your own artwork, make sure each image is 300dpi. Each image should not exceed 5MB. Accepted file types are: JPGs, PNGS, PDFs & TIFFS. Send via: Email, Wettransfer (preferred), Dropbox, Google Drive to info@hamptonprint.co.uk

SEND HARD COPY ARTWORK

Post your A3 assembled artwork sheets and we will scan, resize and create your calendar.

Send to: Hampton Print & Design,
We Make Calendars Dept.,
84 Clare Street,
Northampton, NN1 3JD.

4 RECEIVE & CHECK YOUR PROOF



Every order is supplied with a free digital proof, and for orders of 50 or more a free additional printed proof will be posted after the digital proof has been thoroughly checked. However, if you are unsure of your final quantity, you may still request a printed proof. The cost for this is £25.00 + vat (£30) which is fully deducted from a final invoice should you proceed to order in excess of 50. This can be requested at any stage of proofing. It is important to thoroughly check your proof before giving the green light to print.

5 COLLECT ORDERS



Using your free printed sales calendar (only orders over 50) proudly show it off to your prospective customers, and watch the orders roll in!

6

ORDER YOUR CALENDARS



At this point we will need to know the exact quantity you require and any other information you haven't yet told us (the paper you want it printed on etc). Please allow 7 working days plus a little longer in the height of the season to produce your order and dispatch by next day courier.

7

DISTRIBUTE



Hurray, your calendars arrive! Unpack and distribute to your happy customers. Take a picture of your shiny new calendar and show off on social media #wemakecalendars



PHOTOGRAPHY



Hints & Tips

- Hire a good photographer to ensure the best results. The quality of your photo when printed will have a direct result on the success of your sales or the way your calendar will be received as a gift.
- Take or select photos with the format in mind. Horizontal (landscape) images are the best format for month pages of all our calendar designs (also works for covers of book version calendars).
- Wall calendar covers should be vertical (portrait) format to make best use of the space.

How to supply your files

File Name Protocol:

Each file must be numbered with the month required (use two digits) plus a school name for reference. 01 = Jan, 02 = Feb, 03 = March etc. (ie. Cover-Hamden Park PS; 01 Hamden Park PS; 02-Hamden Park PS; 03-Hamden Park PS)

- Keep each image size to under 5mb and at 300dpi
- Do not supply any image larger than A3 size at 300dpi - if possible supply files as close to the final printed size (ie A3 wall and A4 book calendars at A4 max. and A4 wall calendars at A5 max.)

Accepted file types are: JPGs, PNGs, PDFs & TIFFS.

Send via: Email, Wetransfer (preferred), Dropbox, Google Drive to: info@hamptonprint.co.uk

ARTWORK



How to arrange your artwork

MONTHS: All calendar designs require your month artwork to be set up or glued horizontally (landscape) onto reasonably thick A4 or A3 (160gsm or heavier is best). When sticking down little pieces of paper or individual portraits or collage, edges must be stuck down well (80gsm works best for this). Artwork must be flat, if the edges are folded over, they will be scanned like this. Erase and tipex all unwanted lines and marks. Write your organisations name and the month on the back of each artwork sheet.

COVER: All calendar covers must have vertical (portrait) artwork. With the exception of all A4 book calendars, they require horizontal (landscape) artwork. This should be really eye catching, this is the first thing your recipient will see.

PLEASE NOTE: Any artwork touching or going beyond the sheet edge will not be read by our scanners and therefore will not appear on the finished calendar.

TIP: A3 layout sheets are BEST for schools to accommodate all your portraits or pieces of artwork etc.

Month name & title

You may include month names as part of your artwork layout design. Otherwise we will automatically include them, usually outside of the artwork area. Grand Deluxe and London Elegance already have month names included as part of their design and so visually, are probably best to not to have month names duplicated.

Any text required i.e. title, class, year or names should be included within your layout.



Preferred Mediums

- Fine liners
- Thin Felt tips
- Pencil Crayon (heavy use only, NB. Yellow doesn't always print very well)
- Collage mediums: glued down paper
- NO GLITTER, FAINT PENCIL or any medium that can transfer

How to send your artwork

SEND DIGITAL ARTWORK

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Send via: Email, Wetransfer (preferred), Dropbox, Google Drive to: info@hamptonprint.co.uk

SEND HARD COPY ARTWORK

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Northampton, NN1 3JD.



ADVERTS

Advert space is provided on most of our calendar designs (sizes vary, due to available space, please see below). They are a great way to raise extra funds or to help promote your products, services or events.

HOW TO SUPPLY YOUR ADVERTS

Create your adverts according to the sizes provided for your chosen calendar design, using design programmes such as Photoshop, Illustrator, Corel Draw, InDesign etc. Turn these into PDF's.

PDF, JPG, or PNG
300dpi
2MB each (Maximum size)

Your designs added FREE.

ADVERT DIMENSIONS

ORGANISER:
A3 Wall: 248 x 22mm

GRAND DELUXE: 250 x 18mm

OXFORD BOX
A4 Wall: 180 x 20mm
A3 Wall: 260 x 25mm
A4 Book: 260 x 25mm

REGAL LINES
A4 Wall: 175 x 20mm
A3 Wall: 250 x 25mm

ROYAL NOTES
A4 Wall: 180 x 20mm
A3 Wall: 210 x 25mm
A4 Book: 210 x 25mm

LONDON ELEGANCE
A4 Wall: 84 x 23mm
A3 Wall: 120 x 36mm

THE STRAND:
A4 Wall: ??
A3 Wall: ??

CAMDEN ART:
A4 Wall: ??
A3 Wall: ??

DATES

You get 30 FREE DATES included in your calendar. You can include extra dates @50p inc vat each per total order. If you're preparing a birthday version calendar, names on birthday dates can be added at the following rates. 50+ birth date names @ 45p each inc vat; 100+ birth date names @ 40p each inc vat; 200+ birth date names @ 35p each inc vat.

HOW TO SUPPLY DATES

(In brackets show month, date, day) followed by the EXACT wording required including capitals ALL in one MS Word .doc/.docx file only.

(Jan 5th Tues) Spring Term starts
(Jan 22nd Fri) PTA event
(Feb 13th Sat) Bring & Buy sale
(March 17th Wed) School Photographer

NO TABLES or BOXES PLEASE.

HOW TO SEND YOUR DATES

Attach your word doc to an email and send it to info@schoolcalendars.co.uk
Don't forget to quote your organisations name in the subject.


Email to info@hamptonprint.co.uk.
Email subject & File name must include organization name. ie. DATES FOR BLUE PRIMARY SCHOOL or DATES FOR HARLEY MEDICAL GROUP.

DATES INCLUDED

Most notable UK dates and bank holidays are included. On request we can adapt the majority of our calendar range into Welsh language versions and specific date for Scotland and Norther Ireland and Eire. We have also produced calendars to accommodate the notable dates for the Jewish community and we also supply versions to international schools based abroad. If you have a specific need concerning dates just let us know and we'll do our best to help.

SCHOOLS

CHARITIES



FEBRUARY				
1	Sun			
2	M			
3	T			
4	W			
5	Th			
6	F			
7	S			
8	Sun			
9	M			
10	T			
11	W			
12	Th			
13	F			
14	Valentine's Day			
15	Sun			
16	M			
17	Shrove Tuesday			
18	Ash Wednesday			
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

- Organise group photographs of each class
- Theme your photographs; Have the children dress up in Seasonal themed attire, book characters or use a fairy tale theme or famous people who inspire education.
- Organise each pupil to draw a self portrait.
- Joint class pictures & collages work really well.



Sponsorship means we are equipped for school

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				2	3	4
5	6	7	8	9	10	11
12	Shrove Tuesday	13	Valentine's Day	14	15	16
19	20	21				
26	27	28				

CH Trust

- Heart warming photos of your cause can be a great way to keep you fresh in the minds of your supporters.
- Photograph your charity event
- Inspire your supporters with a different quote on every month as your artwork.

BUSINESSES



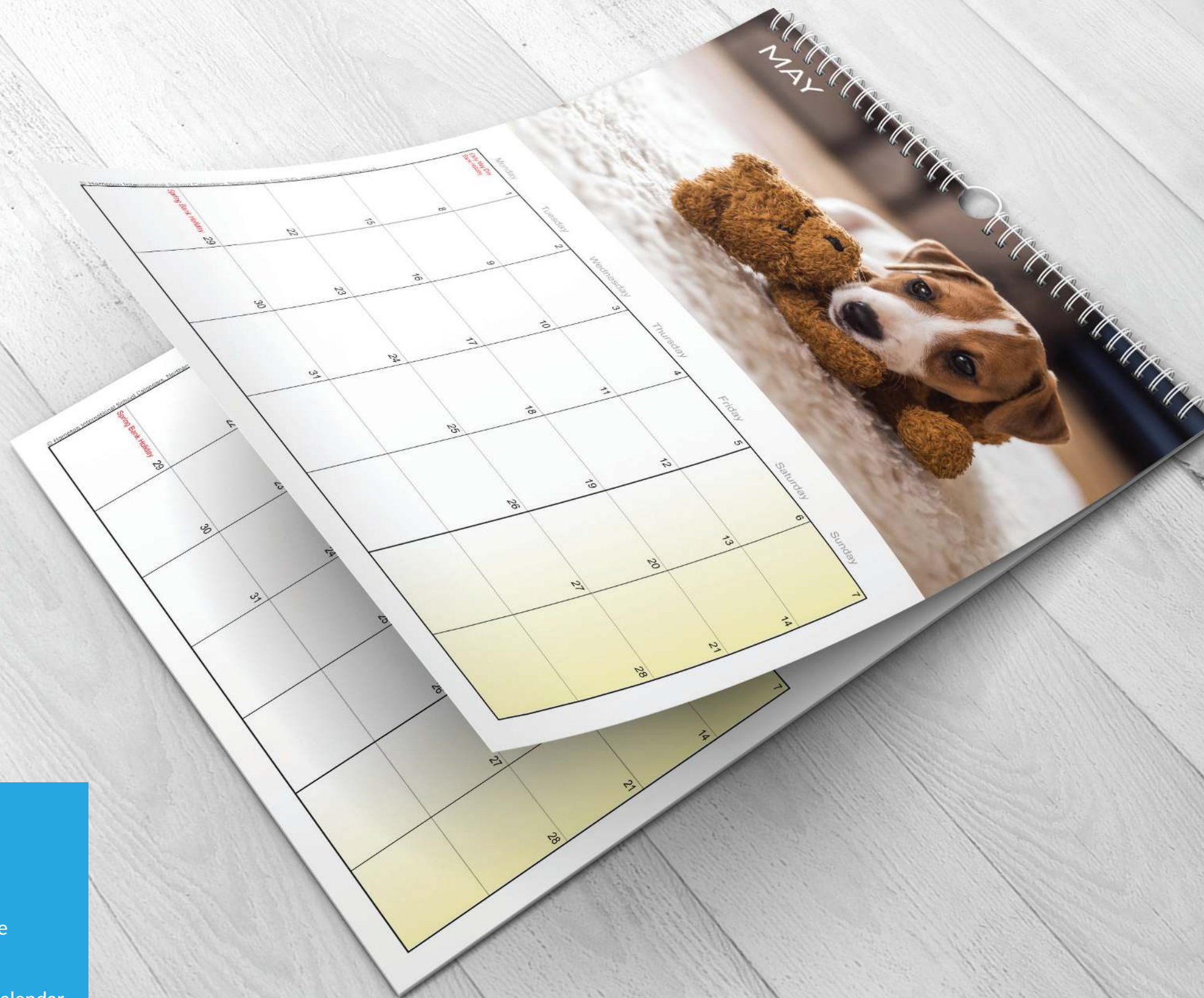
- Take interesting photos of your products
- Create artwork from motivational quotes.
- Commision an artist or photographer to create something stunning. This will engage your customers and they are more likely to display your calendar.

TEAMS, CLUBS & GROUPS



- Organise your teams into group photos
- Capture them in action; football match, brownies fundraising fete, music festival etc.
- Photograph awards ceremonies
- Classic portrait drawings
- Small teams could have a month each with individual photos and a team message or autograph.

FAMILIES, FRIENDS & PETS



- Family and friend portraits
- Special occasions: weddings, anniversaries, birthdays etc
- Holiday snaps
- A year in the life of...your loved one
- Babies first year
- Portraits of your furry friends
- Send your selfies and make a fun calendar of yourself. Why not!



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SCHOOLS CLUBS TEAMS BUSINESSES
CHARITIES & FAMILIES

Great for
**FUNDRAISING
PROMOTION
& GIFTS**

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