

OUR EASY GUIDE TO

DIRECTORY

Signage



Directory signage is essential for virtually every public building and enables your visitors to easily locate and navigate to the correct area within your facility.

These signs are split into two types:

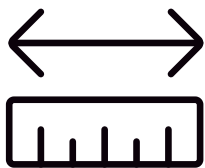
Building Directory Signs are one of the first signs a visitor will see when entering a building, and can list all the personnel, offices, and/or departments within your facility.

Floor Directory Signs notate all the locations on a given level, and are helpful for identifying office suites or company departments.

Let us help you create high-quality, well designed directories that effectively direct foot-traffic to the intended destination.



Here are a few items to keep in mind when creating your directory signage. Turn the page or contact our signage specialists to find out more!



OVERALL
Size

Depending on where your directory sign will be installed, it is important to consider the exact dimensions of the sign required to ensure proper fit.



FLEXIBLE
design

Do you need to make changes frequently to your signs?

We offer a variety of directory styles that can be quickly changed out as needed.



BRANDING
+ colors

When considering the overall look of your sign, you should select materials that compliment the building and it's surroundings.

This is a great way to reinforce your brand!

LET'S START *designing* YOUR CUSTOM DIRECTORY!

Impress your visitors as they step through your door with high-class directory signage. We offer a variety of solutions to customize your directory, so let's get started designing your new sign.

CONTENT + SIZE

Select the content to be included on the directory sign. This will help determine the overall sign size.

MATERIALS + COLOR

Pick your materials and colors. We can help recommend materials and colors to provide the correct contrast for readability.

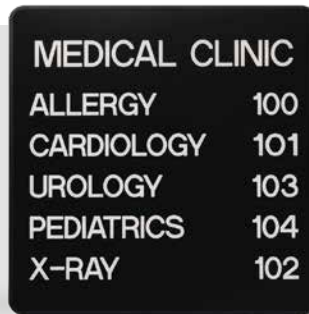
FONT + LEGIBILITY

When choosing a font for your directory signs, we suggest a sans-serif typeface. It's easier to read from any distance.

information

CHANGES?

Will your content remain the same or change often?
Choose from:
Fixed Text or
Changeable Inserts



FIXED TEXT



CHANGEABLE INSERTS

optional

LAYERS

Select how many material layers you would like your directory to have:
Single Layer or
Multi-Layered



SINGLE LAYER

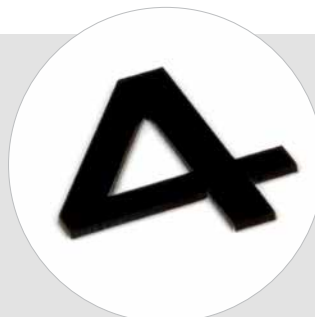


MULTI-LAYERED

lettering

STYLE

Determine how you would like your lettering applied:
Tactile Letters,
Digitally Printed Text
or Vinyl Lettering



TACTILE
(raised)



DIGITAL PRINT
(flat)



VINYL
(flat)

SELECT YOUR CHANGEABLE *insert + frame* OPTIONS.

When you work with us to create your directory signage you can rest easy knowing they're easy to update. As offices or tenants change, we can help you update information as often as you need.

INSERT SIZE

Decide what you would like the insert size to be. Common sizes range from 1" to 3".

NUMBER OF INSERT SLOTS

Based on the content you would like to include on your sign, determine the number of insert slots you are needing.

INSERT + FRAME STYLE

We offer a variety of insert and frame options to provide flexibility and to suit your needs. Find out more below.

window

+ INSERT STYLE

Our window style slots allow for you to easily change out inserts. Inserts are available in paper or plastic options.

We can print
PAPER INSERTS
(or you can also DIY)

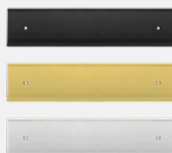
Or we can print
PLASTIC INSERTS
(available in many color options in addition to white and clear)

holders

+ MAGNETIC INSERTS

We can also create your directory using aluminum holders that accept plastic inserts, or use acrylic inserts with magnetic backer strips for easy removal.

ALUMINUM HOLDERS
are available in a variety of finishes and sizes!



DIRECTORY

FRONT DESK	100
CAFÉ	120
MEETING ROOM	130
OFFICES	140

574 NORTH MAIN STREET

MAGNETIC INSERTS
(magnetic tape on back of inserts)

framed

DIRECTORY SYSTEMS

A variety of frame systems allow you to use it as a single frame or combine aluminum holders to create tamper resistant directories, large and small.

HUMAN RESOURCES	
CAMERON MEYER	C122
MICAELA SMITH-LAMB	C123
JESSE PELLEGRINO	C124
KYLE HANSON	C125
AUSTIN TAYLOR	C126
DAVE GRIFFITTS	C127

FLEX FRAMES

WOOD RIVER HIGH SCHOOL	
ADMINISTRATION OFFICE	100 →
COUNSELOR'S OFFICE	101 →
ATHLETIC OFFICE	102 →
SCHOOL NURSE OFFICE	110 ←
FACILITIES / MAINTENANCE	112 ←
AUDITORIUM	116 ↑
GYMNASIUM	118 ↑
ALL VISITORS MUST CHECK IN	
NO TOBACCO ALLOWED	

EURO FRAMES

ADD-ON SIGN *enhancements + mounting* OPTIONS.

We offer a variety of upgrades to your custom directory that will compliment the visual aesthetics of your brand. We can also work with you to select the best mounting option for your facility.

FINISHING TOUCHES

From adding accent pieces to including thumb notches, we offer numerous options to add the finishing touches to your design.

IMAGES + LOGOS

Digital graphics, printed patterns or logos provide numerous design options and can be printed on many materials that we offer.

MOUNTING OPTIONS

We offer many mounting solutions. Ask us for recommendations on what mounting method is best for your particular sign!

optional sign ENHANCEMENTS

By offering a multitude of upgrade options we can help you bring your brand and look to life.



Add a **THUMB NOTCH** to make swapping out inserts a breeze!

Add **DIGITAL PRINT** elements to make your directory truly stand out!



mounting SOLUTIONS

From tapes, standoffs, brackets and hangers, we have the mounting solutions to suit your space! Call us to discuss what option is best for your project.

design INSPIRATION

Do you need some ideas? Our signage collection makes it easy to create a cohesive and distinctive signage system! Directory styles are available for each of the series, check some of them out below.



CASCADE SERIES



DENALI SERIES



CHEVIAT SERIES



IVES SERIES

Contact Us Today
for ALL of your
signage needs

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