

## BUILDING A BANNER STAND & STANDARD

These instructions are for a simple, inexpensive, and portable banner stand and standard. More attractive stands can be made from hardwoods. The taller the banner, the bigger you will need to make the footprint of the stand or the heavier the stand will need to be.

### SUPPLIES

#### Lumber:

- One 2' x 2' piece of ¾-inch sanded plywood for each banner

For banner ministries that plan to use more than two banners on any given occasion, buy one 4' x 8' sheet of this plywood. Have the store cut it into eight equal 2' x 2' sections. Ask them also to sand the edges free of any splinters. Your banner bearers need stands for when they are waiting for processions to begin, and the banners will also need stands where they will ultimately be displayed.

Consider painting both sides of the edges to match the color of the floor or carpet where the stands will be used most often. Polyurethane is a good wood protector, too, but not necessary. Paint only after assembling.

#### Hardware: per banner stand

- One ¾-inch galvanized flange
- Four #12 x ¾-inch flathead Phillips wood screws
- One 12-inch-long piece of ¾-inch black pipe, known as a nipple

Ask the store to drill a 3/8-inch diameter hole through one side of the 12-inch pipe (**not all the way through the pipe**) and to position the hole 2 inches from one end of the pipe. Have the store thread the hole to receive a 3/8-inch diameter thumbscrew.

- One 3/8-inch diameter thumbscrew (buy a box of them—you'll need one thumbscrew for each banner stand). If the store sells some other size of thumbscrew, use that thumbscrew's dimension for the hole in the pipe.
- One 10-foot length of ½-inch electrical conduit. Ask the store to cut the conduit to the length you want for the banner pole. The pole should be at least 1 foot longer than the length of the banner. For

example, standard processional banners are 8 feet tall, so their poles are a minimum of 9 feet. If you plan on building up your banner equipment collection, save any short end-pieces of conduit and label them with their lengths. Eventually you will be able to pair same-size short pieces to make crossbars out of them.

**VERY IMPORTANT: Ask the store to file smooth the cut ends of the conduit so that there are no metal burrs of any kind. Your crew and your hands will be grateful.**

Ask the store to cut two pieces of conduit for the crossbar, using the following calculations:

Take the total width of the banner, e.g., 42 inches.

Subtract 3 inches from the banner width: 42 inches minus 3 inches equals 39 inches.

Divide 39 inches by 2, which equals 19½ inches.

Therefore, ask the store to cut two lengths of conduit, each 19½ inches long. **Be sure to ask them to file off the burrs from the cut ends.**

- One galvanized metal "T" section, with ½-inch diameters for all three openings
- Three ½-inch couplers that will screw into the "T." Be sure the tension ring is inside each coupler when you buy them at the store.



## BUILDING THE BANNER STAND

1. Find the center of the 2-foot square section of plywood.
2. Place the flange on the center point. Mark the location of the holes onto the wood. Drill the holes to fit the wood screws. **Do not drill all the way through the plywood! Just drill far enough for the holes to receive the wood screws.**
3. Place the flange over these holes and secure it in place with the wood screws.



4. Screw the 12-inch length of black pipe into the flange, snug but not tight, so the banner crew can easily unscrew the pipe from the stand when putting away the banner equipment.



With the pipe in place, carrying the stand is easy. Simply lift the stand by the pipe and place the plywood bottom on your hip, with the pipe protruding outward and resting on your curved fingers. In this way, an adult can easily carry one stand on each hip without feeling discomfort or strain.

5. Screw the thumbscrew into the hole near the top of the black pipe, but not all the way through. When the banner pole is inserted into the pipe, make the thumbscrew snug but not tight. Keep several extra thumbscrews, all the same size, in a little container for banner equipment fittings. Keep pliers on hand also.



The banner bearer stands close to the stand, and slowly positions the pole above the black pipe. Then gradually and smoothly lower the pole all the way into the black pipe. Do so smoothly, without jerking or sudden releasing, for a beautiful presentation.



The banner bearer then kneels, turns the pole so that the banner faces front, and then screws the thumbscrew snug to the pole. When more than one banner is used, it is splendid when all the banner bearers do these actions simultaneously.

## ASSEMBLING THE BANNER STANDARD & THE BANNER

The two photos below show the line up of pieces.



left  
crossbar  
section

coupler cap

tension ring

coupler base

banner pole  
secured in  
coupler

“T”

right  
crossbar  
section  
secured in  
coupler

pliers



1. Place the tension ring of each coupler into the couplers. Screw the couplers to the “T” section.

2. Place one piece of crossbar into the left coupler in the “T” section. You may have to loosen the coupler a little to accept the crossbar. Push the crossbar well into the coupler. Tighten the coupler with your hand.

3. Place this unit through the center opening of the rod pocket of the banner, and slide it inside to the left.

4. Insert the second piece of crossbar into the center opening and slide it inside to the right. Bring this piece of crossbar to the right coupler of the “T” section and secure it into the coupler. Tighten the coupler with your hand.

5. Bring the banner pole to the bottom coupler in the “T” section. Secure it into the coupler snugly, as with the other couplers. Tighten with your hand.

6. Before practice and before presentation of the banners, tighten everything with a pliers, but only enough to secure all. Remember, you may want to dis-assemble the banner afterwards.

**Take the time to explain the following important points to each member of your banner setup crew and to the banner bearers.**

**THE TENSION RING:** Do not lose the tension ring inside the coupler. When this ring is not in the coupler, the coupler will not secure the crossbar in place. You do not want the crossbar pieces to fall out of the banner stand during a rehearsal or a worship service! Before anyone walks or dances with a banner standard, make sure all crossbars and poles are TIGHT in their couplers.

**THE THUMBSCREW:** Occasionally, something or someone might knock the banner or the stand and shift the angle of the crossbar (and therefore the banner). You can make sure the banner angle does not change by making the thumbscrew snug but not tight after you place the banner pole into the pipe.

## BUILDING THE STANDARD USING PVC

PVC (polyvinyl chloride) is lighter weight than ½-inch conduit pipe, and therefore you would think it is easier to carry. But ½-inch PVC pipe will bend and bob up and down because it is too supple to support the weight of the average banner. One-inch-diameter PVC will also bend. If you can find 1½-inch-diameter PVC pipe, use that. It has the necessary sturdiness. Sometimes all you can find is 2-inch-diameter PVC pipe. It, too, has the necessary sturdiness. Do not use PVC pipe with a diameter greater than 2 inches, because it will be too big for the banner bearer's hands to grasp comfortably. Whichever diameter you choose, be sure to use a PVC "T" section to fit, and cut crossbars from PVC pipe to fit the "T" section. Sawing through PVC requires a sharp blade and creates burrs along the cut edges that should be filed off.

PVC can be hand-painted or spray-painted. Be sure to lightly sand every inch of the PVC before painting it or else the paint will not adhere for long.

The 1½-inch-diameter or the 2-inch-diameter PVC pole will fit **OVER** the ¾-inch-diameter, 12-inch tall black pipe—not inside it as the conduit pipe does. →

You would think that a thumbscrew from the outside of the PVC pole would secure the pole to the black pipe inside the PVC pole. PVC pipe comes in thin-wall and thick-wall. Thick-wall is heavier to carry than thin-wall. Neither will take threading for the thumbscrew. So if you use PVC pipe, there is no way to secure the pole to keep it from swiveling if a breeze swings the banner or if someone bumps the stand.

Do let me know if you can devise a quick and simple way for the banner bearer to secure the PVC pole so that it will not swivel once it is in the display stand. Remember, the fewer parts you have, the fewer will get lost. THE END



The banner bearer positions the PVC banner pole **over** the 12-inch tall black pipe.



Next, ease the PVC banner pole onto the black pipe.



Lower the PVC banner pole all the way to the flange. Do so smoothly, without jerking, for a beautiful presentation.