

## INSTRUCTIONS FOR VINYL REQUESTS & PREPARATION

### Featured Artist Exhibitions, Workhouse Arts Center

#### Submitting an Order for Vinyl

1. To order vinyl lettering, please fill out the online order form by the **15<sup>th</sup> of the month prior** to your exhibition. When completing the form, you may specify your preferred font size (2 or 3 inches only), vinyl color (grey, black or white only), or font type. (Please note, requested font types are not always available but most fonts found in Microsoft Word are typically accessible).
2. Once your order has been received and processed, the receptionist in W16 will notify you for pick up.
3. Please be prepared to pay the vinyl rate, \$0.50 per letter, when picking up.

#### Materials Needed

Once you pickup the vinyl lettering from the reception desk in W16, you will need the following items to prepare and apply your vinyl--

- Transfer tape, **borrowed from the reception desk in W16**
- A plastic squeegee, **borrowed from the front desk of your building**
- Your own X-Acto knife, box cutter, or other small blade
- Your own pair of scissors
- Your own bubble level

#### Preparing and Applying Vinyl

1. Once you have received the vinyl lettering, remove the excess vinyl from the outside of the cut letters.
  - If your name or exhibition title is long, use your x-acto knife or box cutter to gently cut the excess vinyl into shorter segments to make removing the excess easier.
2. Pull the excess vinyl at an angle from the edge on the right or left side until it is removed completely.
  - Take extra care not to place the excess vinyl back down or onto any letters, as the adhesive on the back is strong enough to remove vinyl from its backing.

3. At this point, the cut letters will still have vinyl pieces in any closed letters, such “o”, “b”, “d”, etc. Use your X-Acto knife or box cutter to gently pick at and lift the excess inner vinyl away, until all excess vinyl is removed.
4. Once all excess vinyl is removed, pull three to four inches of transfer tape from the roll to begin. Do not cut the transfer tape yet. With your vinyl flat on a surface, place the transfer tape on one edge of the vinyl’s backing. Use your hand to hold down the edge of the transfer tape applied to the vinyl backing, and use your other hand to pull the roll until transfer tape has been applied to the entire length or width of your vinyl, and cut applied transfer tape from the roll.
  - It is ok if your transfer tape goes on at a slight angle, so long as all of the cut letters remain on the same piece of transfer tape.
5. Use your squeegee to rub (burnish) the transfer tape onto the cut letters.
6. Starting from the left or right edge, peel the transfer tape from the vinyl backing completely.
  - If your letters are not sticking properly to the tape, gently lay tape back down and burnish again.
7. Gently place transfer tape at the desired position on wall, adjusting for straightness as needed with the bubble level.
8. Once the vinyl lettering is level, use the squeegee to rub over transfer tape and vinyl, making sure there are no bubbles under the vinyl and the letters lay flat.
9. Gently take the bottom edge of the transfer tape and pull upwards at an angle to remove.
  - If any vinyl begins to peel up with the transfer tape instead of adhering to the wall, pause to take the squeegee and burnish over the transfer tape on top of the non-sticking letters.
10. Once transfer tape has been completely removed, admire your new vinyl lettering!
11. When you are done, throw away the vinyl backing, transfer tape and any excess vinyl; return the squeegee to the front desk of your building, and the transfer tape to the reception desk in W16.

## **Removing Wall Vinyl**

You will need:

- A plastic squeegee and/or your fingers
1. To remove vinyl letters from the wall, use your fingers or a squeegee to gently pick the corner or edge of a letter until you are able to pull it up off the wall to remove it.
    - If any of the letters rip during this process, just remember to pick the rest of the letter off as well.
  2. Repeat this process until you have removed all vinyl from the wall.
  3. Throw away old vinyl and return the squeegee to the front desk of your building, if it was used.