

KCMA
Point-Of-Sale Materials
Printing and Usage Instructions

Certification Plaques

These plaques are a great way to announce your participation in the KCMA Certification Programs. They are portable, and look great!

Please note that in order to make the necessary modifications to the file, you will need the Adobe Acrobat program.

To customize the files:

- Download the print-ready files from the website
- Have a fully black version of your logo available
- In the Adobe Acrobat Program, click on “Edit”
- Click on the wording “Your Logo Here” to select it, then delete it
- Click to Add a new image
- Choose your logo. Please note that your logo should be all black, with a transparent background.
- Place your logo where the words “Your Logo Here” were.
- Click “Close” on the top right corner to exit out of Edit mode.
- Click to Save the file.

Make sure to only add your logo and remove the words “Your Logo Here” on the design of the plaques. Any other alterations to the wording or to the Seals is a violation of the terms of service and will result in legal action.

To order the Plaques:

- We highly recommend ordering from Cassel’s Sports and Awards in Herndon, Virginia. They are familiar with the type of plaque, and have done all of the plaques so far. This is their website: <https://casselonline.com>
- When placing your order, make sure you mention that you are a member of KCMA, and that you are looking to have custom versions of the Certification plaques made.
- When placing the order, make sure to specify that the lettering and logo should be in white, even though in the file you are sending over it is in black.
- Send over the new file you created (the one with your logo).
- Cassel’s will send over a proof for your review. Make sure the lettering and logo are white, and that everything looks good and is spelled correctly.
- The finished plaque will take approximately 2 weeks to arrive, so make sure that you leave plenty of time!

Please note: only members of the KCMA Certifications programs that have earned the Seals are allowed to display the plaques. Usage of the plaques without being a member of the KCMA Certification Programs is a violation of the terms of service and will result in legal action.