Graphical user interface, whiteboard

Description automatically generated with medium confidenceSTARS Doorplates - Recommendation

New insert design: 2”x8” Doorplate hardware recommendation: [Amazon](https://a.co/d/c2lfWml)

When it comes time to replace base doorplates, follow the instructions below:

1. **Doorplate List:** Review and finalize the doorplate list with your base administrator. (Please note: all names/titles must be approved by Human Resources and finalized before moving onto the second step.)
2. **Design:** MarComms has created a Word doc template for the doorplate design in both a 5-up and 1-up version with correct dimensions. Please reach out to Michelle Sinclair (Marketing Manager) to obtain these documens.
3. **Print:** Once MarComms has shared the final print files, reach out to a local printer to print, cut, and deliver the new doorplate inserts to your base.
4. **Doorplate Hardware:** Order doorplate hardware online. The MarComms team found that the most cost-effective doorplate is through [Amazon.](https://a.co/d/0GrU0Ko) Each doorplate comes with adhesive backing and can be ordered in multiples of 10. Because the final design size is 2”x8”, be sure to order the 2”x8” hardware option in silver. (The silver colour aligns with the current STARS brand,) If this option is no longer available, feel free to order hardware with a similar description.
5. **Installation:** Once the doorplate inserts and new hardware arrive at the base, please remove all existing hardware and dispose.

*\*A piece of paper that slides into the nameplate holder. (See design sample above.) MarComms recommends a thicker cardstock paper such as 100lb Cover Cardstock with a Silk/non-glossy finish. If you want to laminate it, you can request this with the printer.*