

Poster Guidelines

- Submit posters 2 days prior to needing the poster.
- Anything submitted with less than 2 days notice can not be guaranteed.
- Form can be submitted by email, mail, or in person.
- If file is brought in to be printed the file must be proofed.
- File must be made in Photoshop, Word, Poster 7, or Publisher.
- Preferred picture format is windows meta file (.wmf).
- Graphic or picture size must be 600 x 600 or bigger.
- If you have a specific font, please send it with the file.
- Students may have posters printed for class projects, for a small fee.
- Student charges: \$1 a foot for regular paper and \$5 a foot for photo paper.

Poster will be ready to view at: _____

Poster completed by: _____

If the poster is completed early, we will call you.

If you have any other questions or comments not on the guidelines or request forms, please call the Media Center 382-1671 or 382-1808

Poster Request Form

For whom: _____

What do you want the poster to say: _____

What graphics do you want on the poster: _____

Size (the paper is 24' wide and can be any length): _____

When the poster needs to be completed by: _____

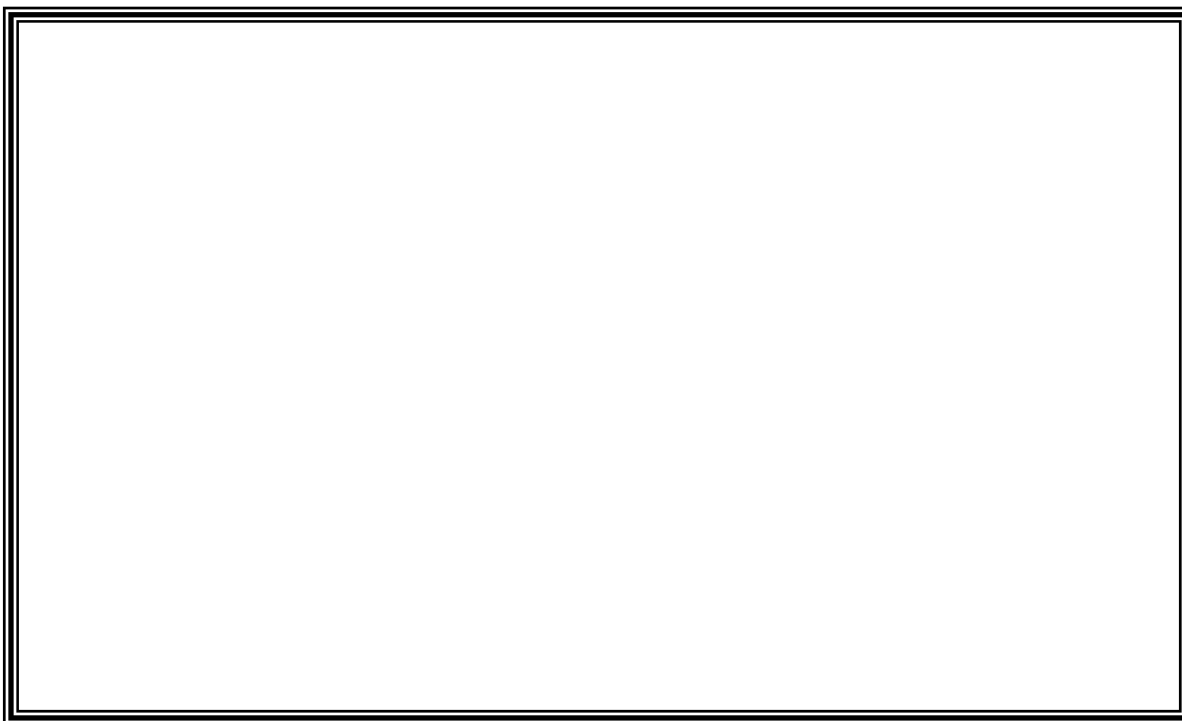
Do you want to view your poster before it is printed? Yes No

Phone number: _____

Email: _____

Description: _____

Please draw a diagram of how you would like your poster to look



* We will attempt to use your graphics and fonts. If unable, we reserve the right to substitutions. Deadlines are dependent on equipment.

Official use

Poster will be ready to view at: _____

Poster brought in at: _____

Poster file name: _____

Poster Completed by:

Actual Completion: _____