Poster Printer Guidelines

-Poster requests must be submitted **5 working days prior** to the day you want the boards out

-Max 3 boards per event, based on board availability

-ALL font must be a minimum of 20pt

-Prior approval required to extend posting time

-Poster printer paper is based on current stock

-Each group/organization will be allowed 12 FREE standard posters and 3 color posters per semester

-Additional standard posters will be $3.00 per poster. Additional color posters will be $4.00 per poster. Invoices will be sent out at the end of each semester

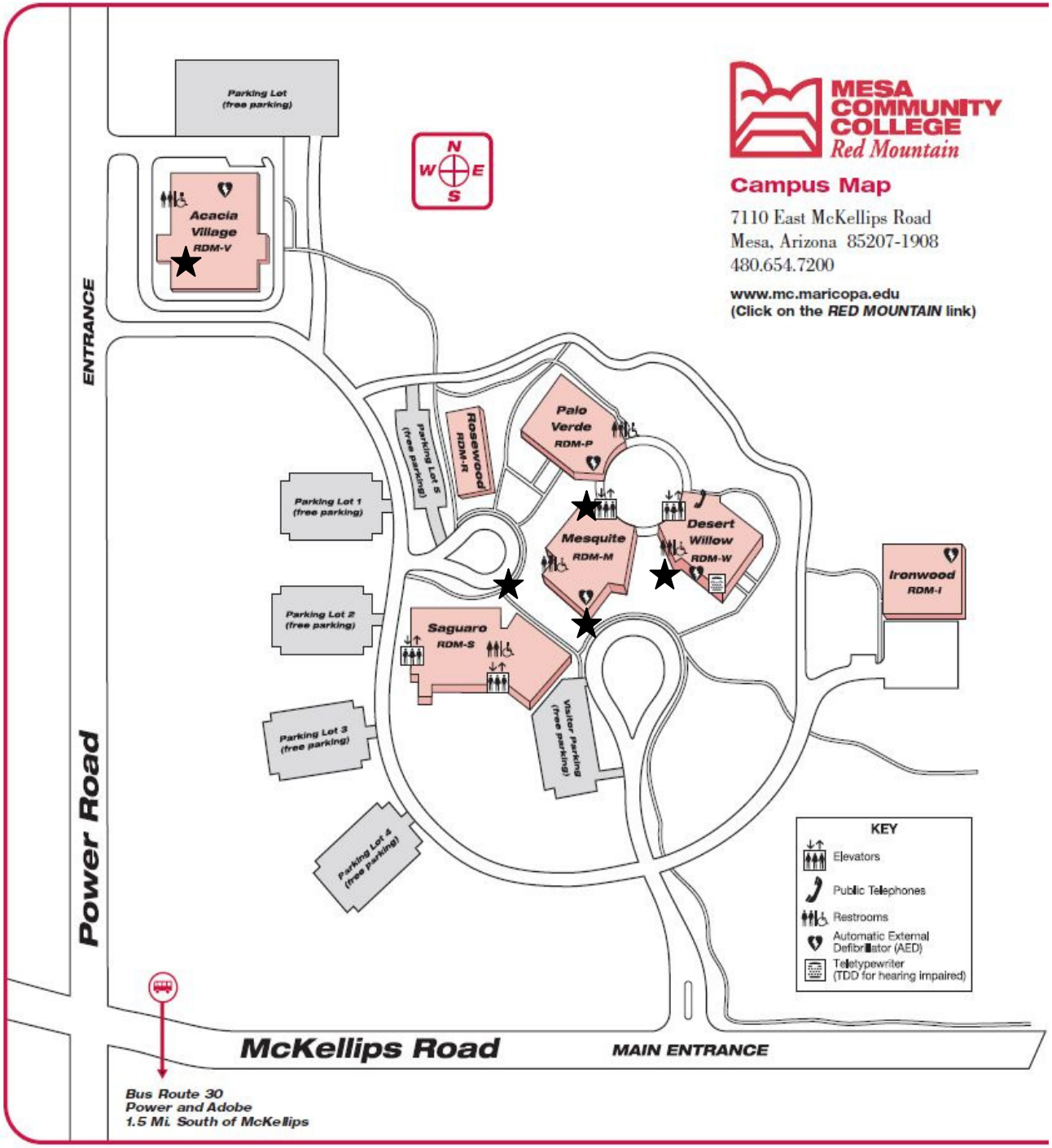
-Arrangements can be made to bill your account directly or for your convenience an entire roll (approximately $128 for 38 posters (23" X 31"), can be purchased and used at your discretion

-**Please provide an 8 1/2 X 11 master copy of your poster to be made**

Location for Posters

★ indicate the locations for poster boards

Please CIRCLE the ★s for the locations you



Office of Student Life reserves the right to prioritize poster requests based on availability and other consideration. Availability of

Student Life & Leadership
(480) 654-7759
(480) 654-7201

Sandwich Board / Poster Requests

Today's Date: _____

Club / Department: _____

Title of Event: _____

Contact Person: _____

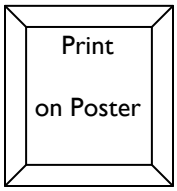
Phone Number: _____ Email: _____

# of posters needed: _____ # of boards needed: _____ (*limit 3 per event*)

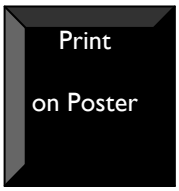
I would like the boards to be (*circle one*): Single Sided Double Sided

I would like the boards to be (*circle one*): Standard Full Color (*charges may apply*)

I would like the posters to be:



Normal Print ☐



Reverse Print ☐

Date to be put up: _____

Date to be removed: _____

Office use only

Date Received:

Date Printed:

Date Placed:

Date Removed:

Student Life & Leadership at Red Mountain
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