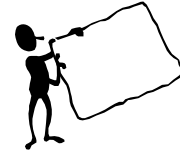


** See Guidelines on Back.*



Student Life & Leadership
(480) 461-7285 S/D
(480) 461-7953 Fax



Sandwich Board / Poster Request

Poster request **will not be accepted less than 5 working days prior** to the day you want the boards out.

Today's Date: _____

Club / Department: _____

Title of Event: _____

Contact Person: *(print clearly)* _____

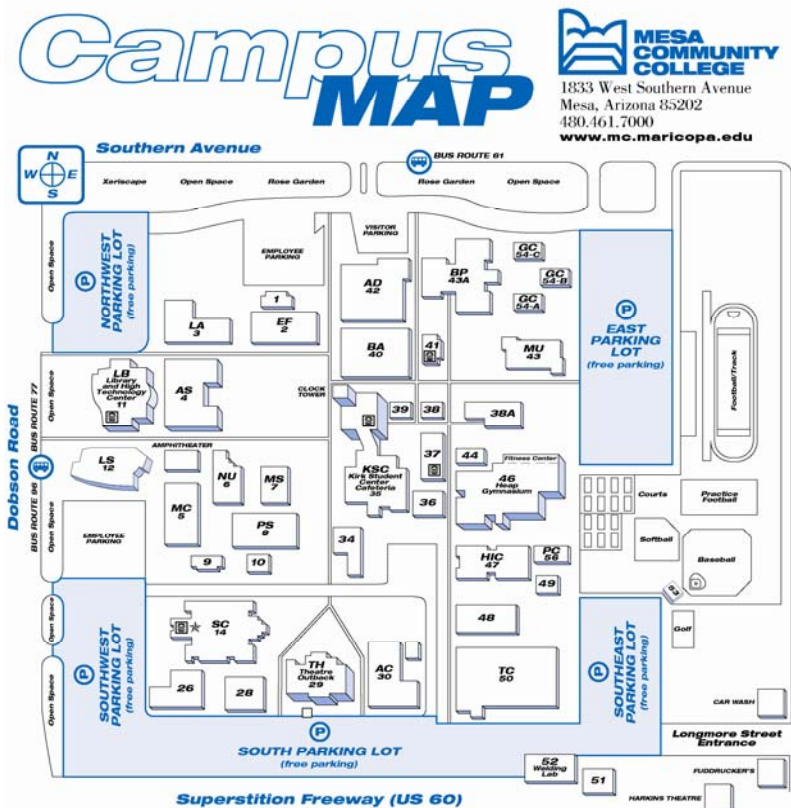
Phone Number/Extension: _____ or _____

Email Address: _____

of Posters Needed: _____ *(8 free per sem)* # of Boards Needed: *(4 max per event)* _____

I Would Like The Board(s) To Be: Double Sided One Sided
 Normal Print Reverse Print

Boards Need to be Placed: *('X' where you would like them)*



Need To Be Put Up:

Date _____

Time _____

Need To Be Taken Down:

Date _____

Time _____

For Office Use Only

Date Approved:
Date Printed:
Date Put Out:
Date Brought In:

Student Life and Leadership Poster Printer Guidelines

January 24, 2012

The Office of Student Life and Leadership would like to offer our Poster Printer services to you. Our staff can assist you in marketing your program, event or meeting in a professional and convenient manner. If you would like to take advantage of this program please review the guidelines below:

- Please provide an 8 ½ X 11 Master copy with the following items included:
 - MCC Logo [Found at Institutional Advancement web page under graphics design]
 - Date, Time, Location and phone number
 - ALL FONT must be a minimum of 20 pt
- Poster request **will not be accepted less than 5 working days prior** to the day you want the boards out.
- Posters can be placed out as early as five calendar days prior to event. **Max: 4 boards.**
- Prior approval must be obtained to extend the posting time [i.e. two weeks].
- No boards are available the month of January and August.
- Poster Printer paper color is based on current stock and may **not** be selected.
- Office of Student Life reserves the right to prioritize poster requests based on availability and other consideration. Availability of boards is based upon current request and institutional priorities.
- Each group / organization will be allowed 8 FREE posters per semester. Additional posters will be \$4.00 per copy. Invoices can be made upon request. Transfers accepted.
- Arrangements can be made to invoice you directly or for your convenience an entire roll [Approximately \$129-\$165 for 30 posters (23" X 32")] can be purchased and used at your discretion. Email Trinity Ann Blackwell (trinity@mesacc.edu) for details.
- Please contact our office if you would like information on purchasing sandwich boards for your department.
- Our office will remove displays after the program and during scheduled institutional closures.
- Though you may choose the area of where you want the boards, we must follow strict guidelines and place out of the pathways of disabled and visually impaired students.

Office of Student Life and Leadership has priority over all other events

Office of Student Life and Leadership

Southern and Dobson
480.461.7285

Red Mountain
480.654.7759

