

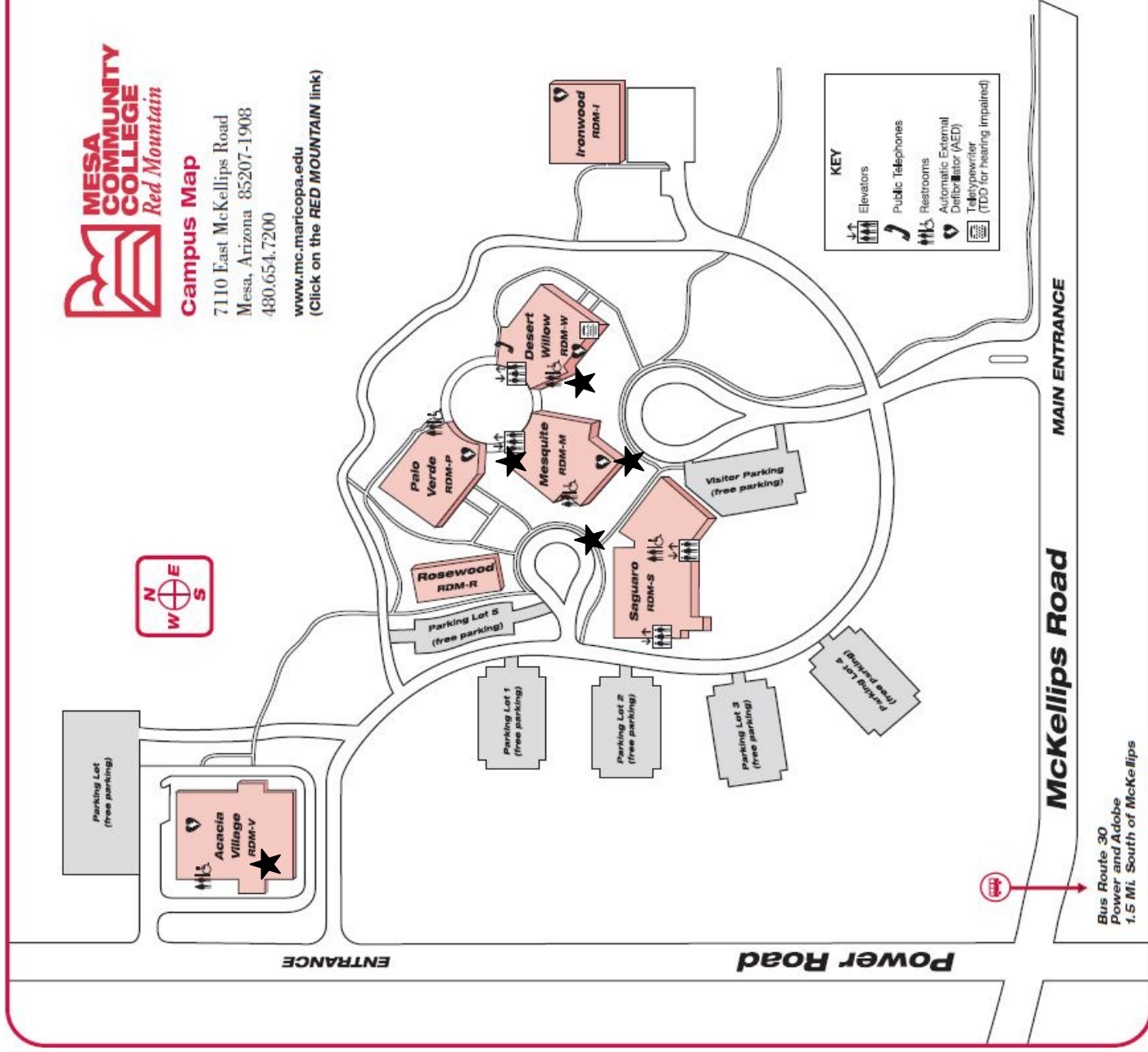
## Poster Printer Guidelines

- 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



### Campus Map

7110 East McKellips Road  
Mesa, Arizona 85207-1908  
480.654.7200

[www.mc.maricopa.edu](http://www.mc.maricopa.edu)  
(Click on the RED MOUNTAIN link)



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



## Sandwich Board / Poster Requests

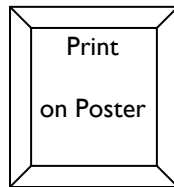
Today's Date: \_\_\_\_\_  
 Club / Department: \_\_\_\_\_  
 Title of Event: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# of posters needed: \_\_\_\_\_ # of boards needed: \_\_\_\_\_ (limit 3 per event)

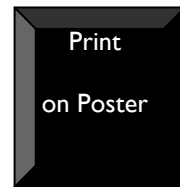
I would like the boards to be (circle one):      Single Sided      Double Sided

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*

Student Life & Leadership at Red Mountain  
 480-654-7759 (phone)  
 480-654-7201 (fax)  
 Samantha.ashworth@mccmail.maricopa.edu

Date Received:  
 Date Printed:  
 Date Placed:  
 Date Removed: