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
Sandwich Board / Poster Requests

Today's Date: ______________________________

Club / Department: _____________________________________

Title of Event: _______________________________

Contact Person: ________________________________

Phone Number: ______________________  Email:  ________________________________

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)

Date to be put up: __________________

Date to be removed: ________________

Office use only

Date Received:

Date Printed:

Date Placed:

Date Removed:

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