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: ____________  # of Boards Needed: (6 max) ____________

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

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 8½ 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.

- No boards are available the month of January and August.

- Prior approval must be obtained to extend the posting time [i.e. one month].

- 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, 480.461.7953 Fax

Red Mountain
480.654.7759, 480.654.7201 Fax