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.**

- 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

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480.461.7285, 480.461.7953 Fax

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