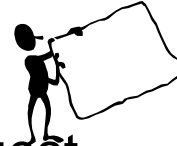




Student Life & Leadership
(480) 654-7759 RM
(480) 654-7201 Fax



Sandwich Board / Poster Request

Today's Date: _____

Club / Department: _____

Title of Event: _____

Contact Person: *(print clearly)* _____

Phone Number/Extension: _____ or _____

of Posters Needed: _____ # of Boards Needed: _____

I Would Like The Board(s) To Be:

STANDARD

COLOR

Double Sided One Sided

Normal Print Reverse



Needs To Be Put Up:

Needs To Be Take Down:

Date: _____

Date: _____

Time: _____

Time: _____

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

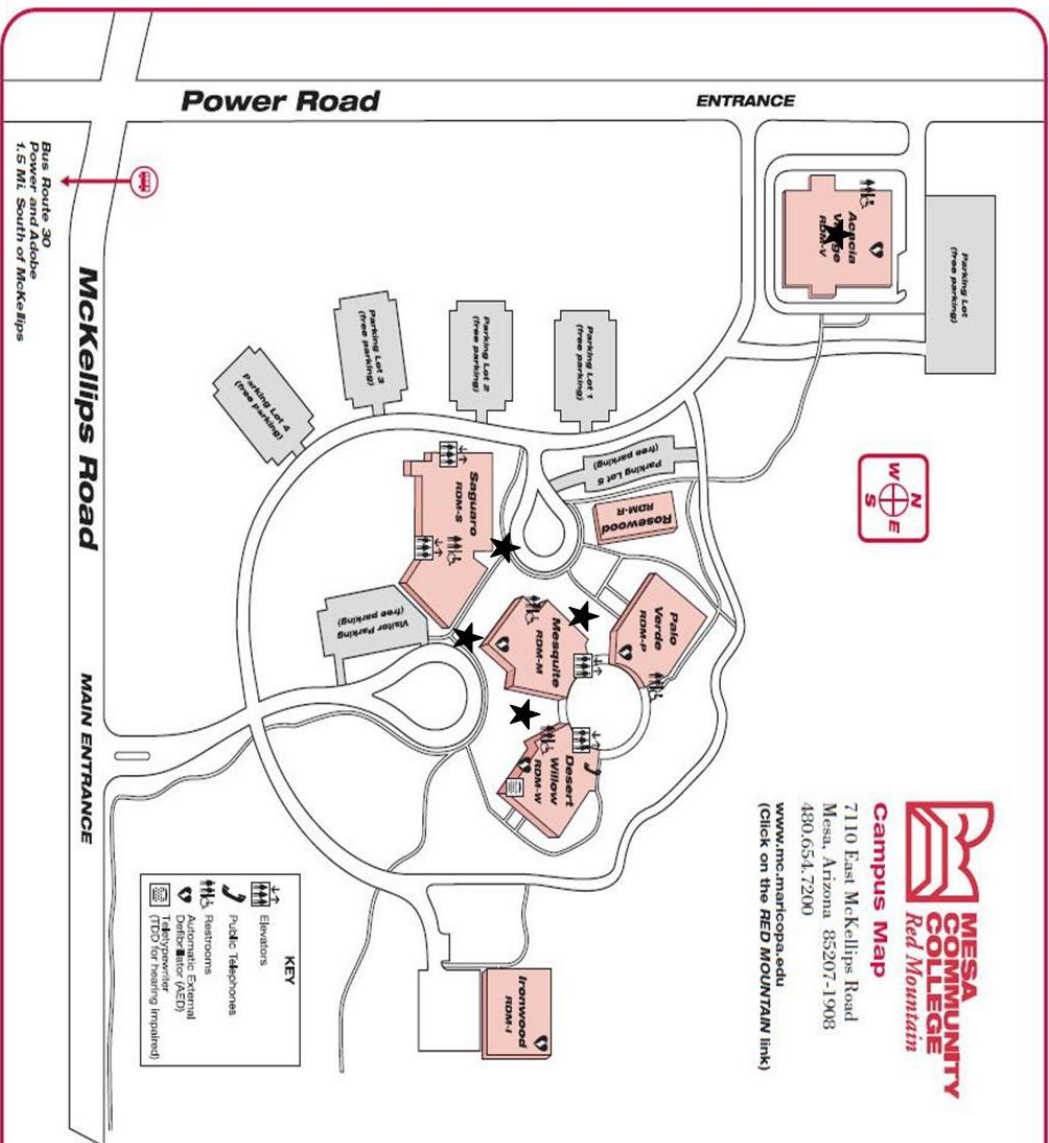
Poster Printer Guidelines

- Poster requests must be submitted 5 working days prior to the day you want the boards out.
- Max 6 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 would like your posters to be posted.



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.