

Center for Student Involvement

Large Poster Printer Request

The large format printer request must be received at least ONE WEEK in advance. Please send your document in PDF form to UMFbannerrequest@gmail.com. We will copy and paste it to Adobe Illustrator for printing. We are unable to convert from Publisher, and Photoshop. Make sure the **entire** form is filled out to ensure your poster is printed. We do not design banners or posters they must be sent premade.

Name of Department or Organization: _____

Name of Requestor: _____

Local Phone Number: _____ E-mail Address: _____

Banner Details

Date the poster is needed by: _____ Number of copies _____
(The limit is 9 if you are posting in the residence halls)

Poster purpose, please circle one: Bulletin board Publicity
Poster size: Please circle one 24 x 24 inches 24x32 inches 24x36 inches
(For bulletin boards only)

Flyer emailed to UMFbannerrequest@gmail.com? Yes _____ No _____

Due to ink considerations we do not accept documents with black backgrounds.

Would you like us to hang this for you in the Student Center? Yes _____ No _____

If so where? _____

Notes: _____

For Office Use Only: _____

Poster Made by: _____ Date Done: _____

Poster check by requester initials: _____

Poster Saved As/filename: _____

Notes: _____

Check as completed and remember to file.

Printed? _____ Posted? _____ Picked up? _____ Requestor emailed for pick up? _____