

Poster Printer Guidelines

Location: Student Activities Office (RMCC 220)

The ink and paper used by the poster printer are very expensive, therefore, access to the poster printer is limited to the following uses:

- Advisor must approve poster content
- Files can be e-mailed to: yungbk@herkimer.edu or stevensws@herkimer.edu
- File types: Photoshop file, jpeg, word doc
- Picture files: jpeg, tiff
- Color is ok, not saturated; black and white is ok
- No more than 2 posters per student club/organization per semester or campus office
- 24 x 36 inch size available in landscape or portrait view

***Student Activities Office will post and approve all final posters.**

Turn-around Times: Please send requests at least 2 weeks in advance. Large or complex jobs may take longer. All jobs are run in the order received. Incomplete files or instructions may cause delays. **Your lack of planning is not our responsibility! Prints are subject to supply availability.**

Please complete the request form before submitting your poster files.

***All requests must be approved by the Student Activities Office.**

Poster events are intended for:

- Campuswide/large events
- Semester-long Program Series

Not intended for: Weekly Meeting Announcements

