

# Poster Printer Guidelines Submittal Form

Location: Student Activities Office (RMCC 220)

Club or Office Name \_\_\_\_\_

Contact Name/Phone \_\_\_\_\_

E-Mail address \_\_\_\_\_

Advisor Approval \_\_\_\_\_

Duration of Posting \_\_\_\_\_

Where would you like them posted? \_\_\_\_\_

Type of file submitted \_\_\_\_\_

Artwork file type \_\_\_\_\_

Subject of poster \_\_\_\_\_

Wording \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sketch your idea in the box. You may attach an additional sheet of paper if needed.

**Landscape or Portrait**