

# Student Life Poster Request

Poster requests **MUST** be submitted 7 days prior to when they are needed.

Posters are provided for advertising activities put on by student clubs. Any requests not for a student club purpose will cost \$20 per poster (24x36) or \$20 per 10 flyers (11x17). All posters must be approved by either the Director of Student Life or the Student Life Specialist.

Standard poster requests include 2 posters (24x36) and 10 flyers (11x17). Student clubs needing more than the standard amount will need to speak with the Director of Student Life for approval and additional charges may incur.

**Club Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Date Needed By:** \_\_\_\_\_

**Information to be Included (such as date, time, location, etc.):**

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

**See Attachment (pictures, logos, etc.):**       Yes       No

**Preferred Colors:** \_\_\_\_\_

**Size and Quantity:**      \_\_\_\_\_ 11x17 Flyers      \_\_\_\_\_ 24x36 Posters

**Do you need a proof before printing:**       Yes       No

**Total Cost:** \_\_\_\_\_

**When Completed:**       Post       Pick Up       Campus Mail

**FOR STUDENT LIFE USE ONLY**

<b>Approved By:</b>	<b>Completed Date:</b>	<b>Initials:</b>	<b>Picked Up By:</b>
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