El Paso Community College
Student Leadership and Campus Life

Poster Request Form

Please email or bring in a USB with file at least two weeks prior to due date to ensure enough time to print. Request not meeting the two week deadline are not guaranteed to be finished on time.

Print jobs will not be processed until both Poster Request and Journal Entry Forms with appropriate signatures are received.

Date Submitted: _____ Due Date: _____

Requestor: _____ Phone Number: _____

Club/Organization or Department: _____

File Name: _____

Select Poster Size ☐ 17 x 22in (2) ($4.67 ea.) ☐ 34 x 22in ($4.67 ea.) ☐ 34 x 24in ($5.60 ea.)

☐ 34 x 36in ($5.83 ea.) ☐ 34 x 44in ($7.00 ea.)

Orientation Setup: ☐ Portrait ☐ Landscape Quantity: _____

Requestor's Signature: _____ Date: _____

Note: Student Leadership and Campus Life Office does not design the advertising poster. All poster requests must be submitted in the final format **(JPEG or PNG, resolution 150 dpi or 150 kb minimum)** ready to be printed. Microsoft Publisher is highly preferred on poster design because of its transfer quality onto Adobe Photoshop.

The Student Leadership and Campus Life Office is not responsible for the quality of the printed poster. Imported text and/or graphics can become distorted during the sizing process if it is not of **150 dpi or 150 kb minimum resolution.** If you are not satisfied with your poster due to distortion you will be charged for the reprint of a new poster.

Pick up Signature: _____ Pick up Date: _____

Office Use Only	
Received by:	Completed by:
Date Received:	Date Completed:
Notified on:	Phone ☐ Email ☐ Left Message ☐

Revised 07/28/16