Poster printing request form

TEMPLATE

THE POSTER

Filled in by the teacher or club adviser.

Requested by * _____ Department, club or event * _____

Date sent * _____ Needed by, date * _____

What the poster is for * _____ File: attached, emailed or a link * _____

Copies * _____

HOW IT SHOULD PRINT

Size * ○ Letter (8.5x11) ○ Ledger or tabloid (11x17) ○ A3 ○ Larger than 11x17, sent out

Colour * ○ Colour ○ Black and white

Orientation * ○ Portrait ○ Landscape

Paper ○ Plain ○ Cardstock ○ Coloured paper ○ Whatever the copy room has

Edges ○ A white border is fine ○ Edge to edge, trim after printing

After printing ☐ Laminating ☐ Cutting ☐ Nothing

Approved by, if the school asks for it _____

Anything else the copy room should know

BEFORE YOU SEND IT

- ☐ Make the file at the size it will print, so text and photos are not stretched to fill the sheet.
- ☐ Send a PDF if you can: it keeps the fonts and the layout the same on the copy room's computer.
- ☐ Keep text and logos away from the edges, because most copiers leave a thin white border.
- ☐ Check spelling, dates and room numbers, especially if the poster will be laminated.
- ☐ Ask for one test copy first when you need more than a few.

COPY ROOM USE ONLY

Filled in by the copy room.

Received by _____ Printer _____

Size and paper used _____

Test copy checked ○ Yes ○ No ○ Not needed

Printed on _____ Shelf _____

Picked up _____

Free to copy, change and share.