

# Poster Printing or Copies Request

## STUDENT ORG POSTER PRINTING

Each recognized student organization is allotted the following posters and copies.

Copies: 25 single copies PER MONTH (e.g agendas, forms, etc.)

Event Posters: 100 color copies PER EVENT

Recruitment Posters: One (1) recruitment poster per semester (100 copies)

### Poster Printing Policies and Guidelines

1. Posters and copies must be submitted via this form
2. Posters for events must be submitted at least 10 business days in advance or they will not be printed.
3. EVERY poster must include:

Organization Name

All Event Details - date, time, location (event posters only)

A Stout email address

Statement that says "Not produced at taxpayers' expense" (Must be legible and large enough to view)

Logo for SSA if it's a SSA funded event: Download the logo here.

4. Posters advertising events or meetings must also be created as an event in the organization's OrgSync calendar. For assistance on how to create an event in your OrgSync portal, visit: <https://help.orgsync.com/entries/25119083-Creating-an-event>
5. Posters cannot include any profanity, obscenity or reference to alcohol or violence.
6. Posters should be submitted as PDF files
7. Posters/copies must be picked up within one week of notification of completed request.
8. The Involvement Center Desk reserves the right to deny poster printing due to discriminatory or offensive content.

## Poster Printing or Copies Request

Complete the form below to request printing for your student organization's posters or copies. Completed print jobs will be placed in your organization's mailbox (Sport Clubs, will be kept at the Involvement Center Desk).

Requests made before 5 p.m. Monday - Thursday will be ready for pick-up by 7 p.m.

Requests made after 5 p.m. on Monday - Friday will be ready for pick-up by 11 a.m. the next weekday.

### Contact Information [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.
- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

What student organization are you from? [Required]

### What do you need printed? [Required]

Valid input:

- Select only one choice.

Event Poster

Recruitment Poster (1 per semester)

Copies

## Event Posters

What is the name of your event? [Required]

Event Date [Required]

I am submitting this poster at least 10 business days before the event. (Posters submitted after this will not be printed) [Required]

Business days will be counted as the day the poster was submitted (as long it's a weekday) and the day of the event.

Valid input:

- Select only one choice.

I agree

Poster Printing Policies and Guidelines [Required]

By submitting this poster, I agree that I have read and understand the Poster Printing Policies & Guidelines. My poster also meets the following requirements and includes:

-Organization Name

-All Event Details of date, time, location

-A Stout email address

-Statement that says "Not produced at taxpayers' expense" (Must be legible and large enough to view)

-Logo for SSA if it's a SSA funded event

Valid input:

- Select only one choice.

I agree

How many posters would you like printed (up to 100). [Required]

Valid input:

- Numeric - ex: 1111

- must contain at most 25 characters.

What size is your poster? [Required]

Valid input:

- Select only one choice.

8.5 x 11

11 x 17

Please upload the file for your poster. [Required]

If you have a poster for more than one event, please submit this form a second time.

Files should be submitted as PDFs

If the file size is too large to attach, please email it directly to [involvement@uwstout.edu](mailto:involvement@uwstout.edu) and submit a blank document within this question of the form.

Any posters larger than the 20MB should be emailed to:

Involvement Center Desk at [involvement@uwstout.edu](mailto:involvement@uwstout.edu).

## Recruitment Poster

Poster Printing Policies and Guidelines [Required]

By submitting this poster, I agree that I have read and understand the Poster Printing Policies & Guidelines. My poster also meets the following requirements and includes:

-Organization Name

-A Stout email address

-Statement that says "Not produced at taxpayers' expense" (Must be legible and large enough to view)

Valid input:

- Select only one choice.

I agree

How many posters would you like printed (up to 100). [Required]

Valid input:

- Numeric - ex: 1111

- must contain at most 25 characters.

What size is your poster? [Required]

Valid input:

- Select only one choice.

[ ] 8.5 x 11  
[ ] 11 x 17

Please upload the file for your poster. [Required]

If you have a poster for more than one event, please submit this form a second time.

Files should be submitted as PDFs

If the file size is too large to attach, please email it directly to [involvement@uwstout.edu](mailto:involvement@uwstout.edu) and submit a blank document within this question of the form.

Any posters larger than 8MB should be emailed to:  
Involvement Center Desk at [involvement@uwstout.edu](mailto:involvement@uwstout.edu).

## Copies

How many copies do you need (up to 25 per month). [Required]

Valid input:

- Numeric - ex: 1111
- must contain at most 25 characters.

Please upload the file for copies. [Required]

## Reminder-Submit your Event!

Did you create your event in your OrgSync portal?

Nope, we didn't think so! Be sure to do this so that you can reap the benefits of even more advertising. Creating an event in your OrgSync portal allows you to share it with the entire campus community and track RSVP's for the event.

## Poster Pick Up

Where can you pick up your posters?

Completed print jobs will be placed in your organization's mailbox (Sport Clubs, will be kept at the Involvement Center Desk).

Requests made before 5 p.m. Monday - Thursday will be ready for pick-up by 7 p.m.

Requests made after 5 p.m. on Monday - Friday will be ready for pick-up by 11 a.m. the next weekday.

Where can you hang your posters?

Here's a link to our tip sheet that outlines the various spots on campus to deliver posters.