

# Posting Approval Request Form for Flyers, Posters, Banners and Lawn Signs

## Basic Requirements:

Normal size is 8 $\frac{1}{2}$ " x 11" or smaller

Limited larger postings are permitted; please see #5 in the posting policy for more details.

A blank 2" x 2" space in the bottom right

Corner for the approval stamp (quarter sheets exempt)

Boston College contact name and either a phone number, email address, or website address

For student organization flyers/posters, please create the event in MyBC. The posting request won't be approved until the event has been OSI approved.

Approved postings can only be hung in approved locations across campus. Refer to BC's Posting Policy to review approved/restricted posting locations.

Do not hang flyers on overhangs, including the O'Neill stairwell overhangs.

All Club Sports flyer requests must be submitted with Emily Charnowski (charnowe@bc.edu) in Club Sports, Flynn Rec Plex

Please review the Boston College Posting

Policy BEFORE submitting this request!

## Flyer information

What organization or department is the posting or display for? [Required]

Your name [Required]

Email address [Required]

Valid input:

- name@myschool.edu

Phone Number [Required]

Valid input:

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

What event or activity is the posting or display for? [Required]

Please provide a brief description of the event or activity you are publicizing.

Upload the final version of your flyer, poster, banner or lawn signs

Would you like this posting or display professionally printed by Eagle Print? [Required]

The Office of Student Involvement has partnered with Eagle Print to print your order at a discount. Your order will be professionally printed and come pre-stamped and ready to hang up on campus (some restrictions apply).

Valid input:

- Select only one choice.

Yes (fees apply)

No

Is this event funded by the Student Organization Funding Committee? [Required]

Valid input:

- Select only one choice.

Yes

No

## Printing Information

Eagle Print Pricing

8 1/2 x 11 pricing

B&W on white - \$0.05 each  
B&W on color - \$0.06 each  
B&W on color cover - \$0.09 each  
Color - \$0.27 single sided / \$0.52 double sided each on paper.  
\$0.31 single sided/\$0.56 double sided each on cover

11x17 pricing

Color \$0.51 single sided/\$1.01 double sided each on paper  
\$0.62 single sided/ \$1.12 double sided each on cover

Posters

24x36 - Print only - \$42.00  
Print & Mount on foam - \$72.00

What services would you like? [Required]

- 8 1/2 x 11 Black and white copies
- 8 1/2 x 11 Color copies
- 1/2 Sheet color
- 1/2 Sheet black and white
- 1/4 Sheet color
- 11 x 17 Black and white
- 11 x 17 Color
- 1/4 Sheet black and white
- 24 x 36 Color poster on paper (\$42 each)
- 24 x 36 Color poster on foam board (\$72 each)

How many copies of each of the items above would you like? Be specific and as detailed as possible. For 1/4 sheets: 100 sheets = 400 finished, be sure to order # of full 8.5x11 sheets to print not finished quantity. [Required]  
For each service selected above please indicate how many you would like.

Most work will be ready for pick up within 48 hours of OSI approval. Once your order is ready you must pick it up and pay for it at Eagle Print in Carney Hall, room 202. Please note payment is due at pickup, BC P-cards are preferred, but cash, credit, or eagle bucks are also accepted.

Agree to print services and Posting Policy [Required]

By clicking this box you agree to pay the associated fees with this printing. Eagle Print and the Office of Student Involvement are not responsible for typographical or other errors within your document.

You also agree that you have read, fully understand, and will abide to the Boston College Posting Policy

Valid input:

- Select only one choice.

I Agree

## Thank You!

Thank you for submitting your request for approval. Here are the next steps in the process:

- Wait for confirmation email that your request was received
- Wait for APPROVAL email, indicating your request has been approved
- Print or copy your order
- Bring the flyers, posters, banners or lawn signs to the Office of Student Involvement to stamp them
- Hang or display them around campus in approved locations only (refer to Posting Policy)
- Remove flyers, posters, banners and lawn signs after your event

Agree to Posting Policy [Required]

You agree that you have read, fully understand, and will abide to the Boston College Posting Policy

Valid input:

- Select only one choice.

I Agree

## Thank You!

Thank you for submitting your request for approval. Here are the next steps in the process:

Wait for confirmation email that your request was received

Wait for APPROVAL email, indicating your request has been approved

Receive notification that your flyers, posters, banners or lawn signs are ready to be picked up at Eagle Print

Hang or display them around campus in approved locations only (refer to BC Posting Policy)

Remove flyers, posters, banners and lawn signs after your event