

# Campus Poster Policy

## **Posters Created by the Office of Communications**

Posters that are designed by the office of communications will no longer need to go through the campus approval process. These posters will now be electronically stamped and dated by the office of communications prior to being printed at the Digital Print Center.

## **Posters Not Created by the Office of Communications**

Posters that are designed by departments or student organizations will now need to be [submitted online for approval](#). No hard copies will be allowed and please send all attachments in PDF format. The electronic version of the poster will be approved by the associate director of the Campus Center. An email approving the poster will be sent within 48 hours. The approved poster will be submitted by the associate director of the Campus Center to the Digital Print Center. The poster will be electronically stamped and dated prior to being printed at the Digital Print Center.

When sending posters to be approved, please make sure to include the following information:

- a. All poster must have contact information. Contact information should contain, name of organization or department and either a phone number or email address.
- b. Department or organization name and account number to be charged
- c. Size of poster and color/type of paper
- d. Number of copies to be made
- e. An answer to the question: Do you need a proof before final printing?