



POSTER REQUEST FOR UNIVERSITY DEPARTMENTS

The University of Texas at Dallas
Center for Student Involvement - SU 2.506 - 972-883-6551

University departments can request posters to advertise upcoming events. You must fill out a form for each event. Posters are made according to the following schedule:

Drop off before 5 PM Monday Tuesday Wednesday Thursday Friday	Pick up after 10 AM Wednesday Thursday Friday Monday Tuesday
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Name:	Department & Mail Stop:		
Date:	Phone:	Account:	

Full Color Banners: Artwork may be submitted on CD, DVD, or flash drive in the following formats:

- Adobe Illustrator (convert all text to outlines)
- Adobe Photoshop
- Encapsulated PostScript
- Microsoft Publisher (include all font and graphics)

**Please make sure the file is saved in the size that you are requesting.*

SIZE	COST	QTY
24" x 36"	\$24 each	
24" x 60"	\$40 each	
24" x 72"	\$48 each	
36" x 36"	\$36 each	
36" x 60"	\$60 each	
36" x 72"	\$72 each	
	TOTAL COST:	TOTAL QTY:

FILE NAME:

The CSI office accepts no responsibility for errors on flyers. Please check your work carefully!

All flyers must have the "Events Publications Disclaimer" on them.

Orders will be held until the day of the event on the poster.

FOR OFFICE USE ONLY	POSTER RECEIVED:	POSTER RUN:	POSTER PICK- UP:
	POSTER PAID:	RECIPIENT SIGNATURE:	STAFF SIGNATURE: