

Mentored Student Research Program Poster Order Form

- 1) Create poster in Powerpoint.
- 2) Change **PAGE SIZE** to the size below. (click on Design Tab, click on Page Size)
- 3) When poster is finished, print an 8 ½ x 11 copy. Proof, edit and revised until satisfied.
- 4) Then, please, fill out information below.
- 5) Use **TAB** key to get to next section and use **ENTER** to **check** boxes.
- 6) When finished, **SAVE TO:** your computer and close.
- 7) Create an email: Attach this Poster Order Form and your PowerPoint.
 - a. Please: one order form and one file per email
- 8) Please put the **first FOUR words** of the title of the poster on the **PROJECT NAME/Title** on the **EMAIL'S SUBJECT LINE**. **Please have them the same in both areas.**
- 9) Send to the Print Shop.
- 10) Notification will be emailed to come and sign **ON** the color proof.
This is for verification on color and overall visual effect.
- 11) Notification will be emailed when Poster is ready for pick up.

DEADLINE:

Students need to HAVE **SIGNED** THE **PROOF COPY** by **3:00 PM, TUESDAY, JULY 14, 2015**.
Please submit your order early with the deadline in mind.

Today's date:	
Date needed:	Before program on Friday, July 17, 2015
<u>PROJECT NAME/Title</u> <u>(first 4 WORDS only, please)</u>	
Requested by (person emailing):	
Event:	Mentored Student Research Program
12-digit account #:	110-4500-56815

Poster Size: 42 " x 54.35"

DMU printing waiver:

Please check **ONE** box & and type in your initials.

Only one, please

I certify that no copyrighted material is included in this poster.	initial:
Meets classroom copyright criterion for "brevity, spontaneity and cumulative effect."	initial:

Cost: **\$20**

Date Finished:

Done by:

Thank you for using the Print Shop for your printing needs! 😊