

# DMU Research Symposium Poster Order Form

- 1) Create poster in PowerPoint.
  - a. Templates can be found at <https://www.dmu.edu/marketing/templates/>
- 2) Change **PAGE SIZE** to 42" x 54.35". (click on Design Tab, click on Page Size)
- 3) When finished, print an 8 ½ x 11 copy. Proof, edit and revised until satisfied.
- 4) 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 your Poster Order Form and your PowerPoint.
  - a. One order form and one file per email; only one person submits per project.
- 8) Please put the **first FOUR words** of the title of the poster (indicated below in **PROJECT NAME/Title**) in the **EMAIL'S SUBJECT LINE**. **Please have them the same in both areas.**
- 9) Send to the Print Shop at [printshop@dmu.edu](mailto:printshop@dmu.edu).
- 10) Notification will be emailed to come and sign **ON** the color proof.
  - a. This is for verification of 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 PM, MONDAY, NOV. 25, 2019**.  
 Please submit your order early with the proof deadline in mind.

Today's date:	
Date needed:	Thursday, December 5th by noon.
<b><u>PROJECT NAME/Title</u></b> <b><u>(first FOUR WORDS only, please)</u></b>	
Requested by (person emailing):	
Event:	DMU Research Symposium
12-digit account #:	110-1435-50943

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.	<input type="checkbox"/>	initial:
Meets classroom copyright criterion for "brevity, spontaneity and cumulative effect."	<input type="checkbox"/>	initial:

Cost:               **\$20**

Date Finished:

Done by:

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