

Iowa International Education Conference 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.
- 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 the poster is ready for pick up.

DEADLINE:

Students need to HAVE **SIGNED THE PROOF COPY** by **3 PM, MONDAY, April 22, 2019**.
Please submit your order early with the deadline in mind.

Today's date:	
Date needed:	3pm on Wednesday, April 24
<u>PROJECT NAME/Title</u> <u>(first 4 WORDS only, please)</u>	
Requested by (person emailing):	
Event:	Iowa International Education Conference
12-digit account #:	110-1435-50999

Poster Size:	42" x 54.35"
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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! 😊