

# DMU Research Symposium Poster Order Form

- 1) Create poster in Powerpoint.
- 2) Change **PAGE SIZE** to one of the sizes below. (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. Please: one order form and one file per email
- 8) Please put the **first THREE 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**, MONDAY, **Nov. 28** 2016.  
**Please submit your order early with the proof deadline in mind.**

Today's date:	
Date needed:	Thursday, December 1st by noon.
<b><u>PROJECT NAME/Title</u></b> <b><u>(first THREE 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"
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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!***