

# 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, Dec. 4 2017.**  
**Please submit your order early with the proof deadline in mind.**

|  |                                 |
|--|---------------------------------|
| Today's date:  |                                 |
| Date needed:   | Thursday, December 7th by noon. |
| <b><u>PROJECT NAME/Title</u></b><br><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" |
|--------------|--------------|

### **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!***