

Poster Request Form

Classroom Technology Services, ICIT

Room Number: 333 Hunter North, Phone: 212-772-4943, Fax: 212-772-5626

Email: av_res@hunter.cuny.edu

Poster requests must be submitted three (3) days in advance.

Date: _____

Your Name: _____

Faculty Sponsor Signature: _____

Bill To: _____

Department: _____

Room Number: _____

Phone Number: _____

Number of Posters Needed: _____

Poster Size:

- 18 inches by 24 inches, -----\$30.00
- 24 inches by 36 inches, -----\$35.00
- 36 inches by 48 inches, -----\$55.00
- 42 inches by 54 inches, -----\$80.00

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Additional Information:

Classroom Technology Services does not proof read, correct, or edit posters.

Items listed below are your responsibility to check for and correct.

Text (Spelling & Grammar)

Graphics (All Images & Photo Arrangement)

Color Shades, Color Tones, and Color differences between printers.

Poster Size: choose from the four(4) poster sizes offered.

\$ Please remember if you make a mistake on your poster, you will be charge the full cost to print out a replacement poster.

* Classroom Technology Services does not roll-up, mount, laminate, or provide poster carrying tubes.

© Because of the complex nature and size of poster files, Classroom Technology Services does not accept poster files by email. If you are using specialized fonts or symbols, these fonts and symbols can be misread, and we would have no way of knowing this. Classroom Technology Services takes no responsibility for errors in your poster caused by the misreading of specialized fonts or symbols by the differences in printers.

All posters files must be brought to Classroom Technology Services, located in 333 Hunter North Building, where a smaller color sample page will be printer out for you to review. This way, if there are problems or concerns, they can be discussed before your poster is printed, and you are billed.

To create your poster you should use: Microsoft Word, Power Point, Adobe Photo Shop, or PDF Files. Instructional Services recommends these programs for creation of posters on both PC and Macs.

* Please do not leave your poster in the A/V Center for an extended period of time. Audio-Visual Services does not have room to store posters overnight. Please check when your poster will be done, and pick it up as soon as you can.

Payment for posters can be made by:

Normal Budget Transfer, from your budget into the A/V Budget Account: 16301 through the Research Foundation Budget Transfer Process.

* Credit Cards and Personal Checks are not accepted.*