

POSTER REQUEST FORM

Ministry Name: _____

Event Name: _____

SERVICES NEEDED:

Design and Layout (*2 weeks required*) Design cost will vary per hour.
Please supply text and information for the posters in MS Word format only.

Printing of Poster (*30 days required*)

DEPARTMENT HEAD:

Reviewed & Approved? Yes No

If no, please explain: _____

Department Head Signature*: _____

Date: _____

**Approval by Department Head indicates poster review.*

POSTER INFORMATION:

**POSTERS MUST BE DESIGNED IN 24"x36" (standard size) and be 300 dpi (dots per inches).
The cost is \$65 per poster.**

Due Date**: _____ Quantity: _____

CONTACT INFORMATION:

Contact Person: _____

Signature: _____ Date _____

Phone: _____ Email: _____

NOTE:

A copy of the requested poster (camera ready artwork**) must be submitted with this request form.*

***Once posters have been approved by the Department Head, Ministry Support and reviewed by Marketing & Public Relations, the turnaround time for delivery is **30 days**.*