

# GIT Poster Printing Policy

Poster Sized Up To 36" x 48"***	
Description	Pricing
No background color, standard graphics & text	\$25.00
Background color, standard graphics & text	\$50.00
Design &/or correction fees	\$30.00/hour

You may request a poster by calling the GIT Office, 569-8210. Your request must be made at least two days before you need your poster.

Posters sized up to 36" x 48" will be charged according to the schedule listed above. Posters larger than 48" long will be charged the base price plus a fee by the foot. Posters with no background color will be charged an additional \$10/foot. Posters with a background color will be charged an additional \$20/foot. The **maximum** poster width is 36" due to the paper-roll size.

Posters should be submitted in either PowerPoint 2000 or Adobe Acrobat format. We do not recommend designing posters with colored backgrounds or dark graphic elements.

Artwork is to be submitted ready to print. If the design needs corrections, you will be responsible for making them or agree to pay the appropriate design fees listed above. You will be charged for posters reprinted due to author errors and failure to proofread.

PowerPoint files should be designed as one large slide with the Page Set Up for a Custom size of 36" x 48", or whatever size is appropriate for your poster. PowerPoint can scale slides up (i.e., a slide sized 7.5" x 10" can be printed at 36" x 48"), but this does not always work smoothly and is not recommended. Design the text and artwork to be read easily from a distance. We recommend sizing fonts to 24-points for content and between 44 and 88-points for headings. **Note:** some conferences specify the size font to use, refer to your instructions.

Other on-campus poster printing facilities are available in Health Sciences, Earth Sciences, the Earthquake Center, and Print Services. The Earthquake Center can do large format posters.