### LET ASB TAKE CARE OF YOUR

# **POSTERS & FLYERS**

Jasmine Munoz, ASB's Commissioner of Publicity, can make it easy for you to follow established poster requirements. Because the school is so big, ASB needs to enforce these rules regarding campus postings. Very simply, all posted materials must be:

- 1. a minimum of 11x17 in size
- 2. pre-approved with official stamp
- 3. attached with Scotch Magic Tape
- 4. removed on last approved day

ASB has all the necessary materials available to take care of you. Use this master copy of the Poster Request to make copies for future needs. The system is in place to help you. Please use it to make your job easier, your messages much more effective, and the campus a lot neater.

Thank you!

NOTE: All postings in violation of the requirements above will be removed.

### POSTER REQUEST

#### SUBMIT TO MR. HOWELL'S MAILBOX ONE WEEK PRIOR TO DATE NEEDED

DATE SUBMITTED	DATE NEEDED	DATE TO POST	DATE TO REMOVE			
ORGANIZATION NAME		ADVISOR SIGNATURE				
CHECK ONE:	PLEASE HAVE ASB POST AND REMOVE OUR POSTER(S) FOR US					
<ul> <li>WE'LL PICK UP POSTER(S) ON NEEDED DATE AT LUNCH IN ROOM 122</li> <li>WE'LL USE 3/4" SCOTCH MAGIC TAPE (OTHER TAPES MARK WINDOWS)</li> </ul>						
11	"x17" ZEROXED PC	STER INFORMATIO	N			
SUBMIT COPY-READY ORIGINAL ON A HALF SHEET (8½x 5½)	KEEP WORDING AND INFO AS SIMPLE AS POSSIBLE	QUANTITY (12 MAX)	REASON IF > 12			
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WHAT	NIED POSIEK INFO	OTHER	JIAL EVENTS ONLY)			
WIAI		OTTLEX				
WHERE		OTHER				
WHEN		QUANTITY (2 MAX)	CUSTOM SIZE (IF > 6')			
DIAGRAM LAYOUT (OP	TIONAL)					
OFFICE USE ONLY						

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WIN		OTTLEN			
WHERE		OTHER			
WHEN		QUANTITY (2 MAX)	CUSTOM SIZE (IF > 6')		
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11	I"x17" ZEROXED PC	STER INFORMATION	N	
SUBMIT COPY-READY	KEEP WORDING AND	QUANTITY (12 MAX)	REASON IF > 12	
ORIGINAL ON A HALF	AND INFO AS SIMPLE			
SHEET (81/2x 51/2)	AS POSSIBLE			
3'x6' HAND-PAII	NTED POSTER INFO	ORMATION (FOR SPEC	CIAL EVENTS ONLY)	
WHAT		OTHER	OTHER	
WHERE		OTHER		
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DIAGRAM LAYOUT (OP	HONAL)			
OFFICE USE ONLY				