


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
 WE'LL PICK UP POSTER(S) ON NEEDED DATE AT LUNCH IN ROOM 122
 WE'LL USE 3/4" SCOTCH MAGIC TAPE (OTHER TAPES MARK WINDOWS)

11"x17" ZEROXED POSTER INFORMATION			
SUBMIT COPY-READY ORIGINAL ON A HALF SHEET (8½x 5½)	KEEP WORDING AND INFO AS SIMPLE AS POSSIBLE	QUANTITY (12 MAX)	REASON IF > 12

3'x6' HAND-PAINTED POSTER INFORMATION (FOR SPECIAL EVENTS ONLY)		
WHAT	OTHER	
WHERE	OTHER	
WHEN	QUANTITY (2 MAX)	CUSTOM SIZE (IF > 6')

DIAGRAM LAYOUT (OPTIONAL)

OFFICE USE ONLY			
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