



The University of Texas at San Antonio™

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

COEHD Faculty and Staff Poster Request Form

Instructions:

1. This form must be submitted by dept. admin staff or COEHD Faculty. Student submissions WILL NOT be accepted.
2. Poster files must be submitted in **PDF** format. **ALL POSTERS WILL BE PRINTED IN A 24in x 36in SIZE.**
3. Email completed form and PDF poster file(s) to COEHDIT@utsa.edu
4. Each COEHD department must have purchased PAPER to print POSTERS.
5. Your department must provide approval to use their poster paper.
6. Lab does not cut out small posters printed on large paper and does not make edits to your PDF poster file.
7. Low quality images will be scaled up and may be blurry as a result.
8. ALL posters must be approved by COEHD Communications to ensure UTSA branding.
9. Allow **3 BUSINESS DAYS** for print requests to be completed:
 - a. Requests made after 5PM/weekends will be processed on the next business day (**NO SAT/SUN Printing**).
 - b. Requests for 10 or more posters will require 4 to 6 days to complete.

REQUESTOR INFORMATION

Faculty/Staff Name:	Today's Date:
Department:	

POSTER INFORMATION

POSTER SIZE: 24x36	
Number of poster(s) within <i>file attachment</i> :	
Number of copies for <i>EACH</i> poster file attachment:	
TOTAL number of print(s) for pick up:	
Pickup location: DT (FS 3.418) or 1604 (MB 0.330):	
Requested Delivery Date:	

Additional Comments:

FOR OFFICE USE ONLY:

APPROVED BY (ADMIN):	DATE:
COEHD Communication REP:	DATE:
COEHD Lab Services REP:	COMPLETED DATE: Total inches used: