



The University of Texas at San Antonio™

## COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

### COEHD Faculty and Staff Poster Request Form

#### Instructions:

1. COEHD faculty/staff submissions accepted. Student submissions WILL NOT be accepted.
2. Your department must provide approval to use their poster paper.
  - a. Each COEHD department must have purchased PAPER to print POSTERS.
3. ALL posters must be approved by COEHD Communications to ensure UTSA branding.
  - a. To avoid low-quality and blurry images, contact the Communications team for assistance.
4. Email this completed form and poster file(s) to [coehdit@utsa.edu](mailto:coehdit@utsa.edu).
5. 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 *file attachment (PDF or JPEG/JPG format)*:

Number of copies for **EACH** 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 IT REP:

COMPLETED DATE:

Total inches used: