



Submit request minimum 3 weeks prior to deadline.

Deadline for bulletin board: _____ Deadline for posters: _____

Budget. Basic supplies are provided by the poster and bulletin committees. We will work within your specified budget for costs specifically associated with producing your committee's posters and/or bulletin board. Check request forms will be submitted to your committee chair for approval and processing of reimbursements of these costs.

Poster Budget (Recommended \$10 / 6 posters): _____

Bulletin Budget (Recommended \$10): _____

Event Details. Be sure to include all details that need to be promoted.

Event Title: _____

Slogan: _____

Date(s): _____

Time: _____

Event Location: _____

Sponsors: _____

Additional Event Information: _____

Design Information. Select Standard or Custom option.

Graphics/Images

Standard: Attach graphics or flyers used in promotion of this event. Additional design elements may be added that are consistent with graphics associated with event.

Custom: Graphic will be created by committees. Please describe what you envision the graphics looking like.

Color Scheme. Indicate if you have specific color requirements. Committees are limited to supplies available and will match your request as closely as possible.

Posters Quantity & Size. Sample poster dimensions – Large (22"x28"), Medium (14"x20"), Small (8.5"x 11")

Standard: 3 Large posters, 3 medium.

Custom: Indicate if additional posters or sizes are needed.

Poster Location

Standard: Posters will be hung throughout the school in predominate areas.

Custom: Indicate if you require posters to be hung in specific locations.

Additional Design Requests

Posters: _____

Bulletin board: _____

Approval Contact Information. Two weeks prior to posting deadline a layout and design concept will need to be approved by your committee and Principal Mellish. Poster design must be approved before all posters are created and posted. Please provide the contact information of the person responsible for approving concept.

Name: _____

Email: _____

Phone: _____