

McQueary College of Health and Human Services

Printing Posters

The Dean's office in the McQueary College of Health and Human Services offers poster printing to its faculty and students. Please fill out the form below if you would like to have a poster printed.

Timeline: Printing cannot be guaranteed unless poster file is **emailed five business days** before poster is needed.

Quality: Posters should be complete and formatted correctly before being submitted for printing. The Dean's office will NOT make changes to design elements and is NOT responsible for checking for errors, formatting, or altering the poster size. If you need another poster printed because of an error, you will be responsible for the cost of the reprint.

Format: Optimal dimensions are 56 inches (width) and 42 inches (height), which is the average size required for poster presentations – slide orientation is landscape. Create and submit your poster using PowerPoint 2010 or

higher.						
Cost: Base	charge per poster (p	olease select one of	otion	from each column)**		
\$10 -	\$10 - plain paper (matte finish)			Black & White print*	Size:	
\$20 -	glossy paper			Color print*		
and are deperimentation 1-4 posters.	endent upon amount on is not recommended. Under poster fees,	of color/in usage. I. Please see link be click on each level	Úse o	f extremely dark colors or	es are assessed on a case by case basis color covering the entire poster chhs/85291.htm for examples of Level ce chart below.	
**Each foot	t over 56" will incur	a cost of \$10.				
If you have	any questions, pleas	se contact the Dea	n's of	fice (417) 836-4176.		
Name(s): Arielle Cunningham				Department: Psychology		
Date poste	r needed: 3/7/201	19	Ev	ent: Great Plains Stu	dents' Psychology Convention	
elements ar		for checking erro	rs, for	matting, or altering post	office will not make changes to design fer size. I am responsible for all	
Arielle L Cunningham				3/3/2019		
Signature				 Date		
		You will receive an ei	mail w	hen poster is ready to be pic		
				For MCHHS Office Use:		
Lavald	Total Cost (plain matte paper)	Total Cost (glossy paper)	Date	order received:	Date picked up:	
Level 1 Level 2	\$10 \$15	\$20 \$25	Cast	n / Check / Dent Budget Tr	ansfer \$	
Level 3	\$20	\$30	Cash / Check / Dept. Budget Transfer \$			
Level 4	\$25	\$35	MCHHS Receipt #			
Level 4+	\$	\$	MCH	IHS Student Research Syn	nposium (per criteria) FREE	