

Key poster printing information to know:

A poster with the standard size of 36" x 48" costs between \$39-\$53 to produce depending on the amount of color used.

The poster printing request form must be completely filled out, and you must submit the request a minimum of four (4) days prior to when you need it.

The Frontiers of Science Institute staff will print posters as they are received. If you have questions, you can contact Lori Ball @ lori.ball@unco.edu. We suggest that you print a minimized version of your poster prior to submitting the request as it helps with proofing. You are also encouraged to have someone other than yourself proofread your poster. **Due to time constraints, the FSI/MAST staff will not proof your poster; all posters will be printed in the condition they are received.**

Things to consider before making your poster:

1. Objective of poster
2. Audience
3. How it will be presented

Tips for a successful poster printing session:

1. We recommend that you use PowerPoint to make your poster and use one slide with the dimension of 36" X 48". Often a standard poster is 36" x 48"
2. Before beginning your poster, go to File, then to Page Setup, and set the page to 48" width and 36" height.
3. Make sure to clean up all unused text boxes.
4. Leave approximately a ½ inch border around the whole poster.
5. Detach data from Excel files when inserting graphs into a poster.
6. Use medium quality on pictures, as well as *optimize* them.
7. The smallest any font should be is 18 point. The audience should be able to read the content of your poster when standing 6' from your poster.
8. Do **not** use total background color.
9. Download UNC graphics from UNC Publications (<http://www.unco.edu/publications/>). Do **not** copy and paste from other web sites or documents.

Suggestions for a good poster:

1. Make your title font at least 72 point.
2. References and Acknowledgments may be 18 point.
3. If your poster is a research poster, use the column system.
4. If your poster is an informative poster, use a logical organization.
5. Pending the space for text, your text font should be 28-40 point; you may go larger depending on your objective.
6. If you want an area to catch someone's attention, color in the text box.

FRONTIERS OF SCIENCE INSTITUTE (FSI)
Mathematics & Science Teaching Institute (MAST)

Date Submitted: _____

Poster Needed: _____

Date Printed: _____



Phone: 351.2976

Fax: 351.1269

Email: lori.ball@unco.edu

Poster Printing Request

All lines of this request must be filled in and the form returned to FSI/MAST personnel prior to the poster being printed.

Name: _____ Phone: _____
office cell

Department/Campus Box: _____

I understand that a per linear inch charge will be committed from University FOAPAL number _____ or check # _____ for each poster I have printed based on the scale below.

The person who has signature authority on this account has signed below.

Printed name of student/faculty member

Signature of student/faculty member

Printed name of signature authority

Account authority signature

OFFICE USE ONLY

◇ \$.80 per linear inch for no background (white)

◇ \$.90 per linear inch for 25 – 50% color background

◇ \$1.00 per linear inch for 50 – 75% color background

◇ \$1.10 per linear inch for 75 – 100% color background

Linear inches of poster(s) _____ x _____ = _____
size price total owed

Amount Received \$ _____

NOTE: The person submitting this request is solely responsible for correctly formatting the poster. The FSI/MAST staff will NOT address formatting issues and will print the poster as it is submitted.