

Publications and Printing Services

Scholarship and Creativity Posters

Specifications for Large Format Student Posters

- 1) Due to the large number of posters, P&P needs a 3-week lead time to produce the poster(s).

Printing of any poster file received after 4 pm on Wednesday, April 2, cannot be guaranteed.

- 2) **The PDF file(s) must be actual size** (they cannot be printed at some percentage other than 100%) and the file must be a High-res Print Ready PDF file. **Recommended size is 36" x 48"**
- 3) The posters **cannot bleed off the edge of any sides of the paper**. An allowance of approximately 1" of white space all around is required.
- 4) There will be no reprints once a poster is printed so please double and triple check for accuracy typos and layout. We can provide one (1) 8.5x11 color copy for proofing.
- 5) The posters cannot contain a solid color background or have a high coverage of ink. The posters can contain colored text and images, but the overall background needs to be white.
- 6) The posters will be printed on a satin heavyweight high quality inkjet paper. We cannot laminate or mount the posters.
- 7) **Please see your department or faculty sponsor to submit your poster for printing.**

IMPORTANT

There is a strict deadline — All PDF files must be received NO LATER THAN 4 pm Wednesday, April 2nd, to guarantee printing.

Please make sure if the WSU logo is CORRECTLY used and it is PROPORTIONALLY SCALED.



WORCESTER
STATE
UNIVERSITY

CORRECT

Logo is not distorted



WORCESTER
STATE
UNIVERSITY

WRONG

Logo is stretched



WORCESTER
STATE
UNIVERSITY

WRONG

Logo is Distorted

If you have any questions, please call or email
Mecca Smith — msmith50@worchester.edu — x8112 or
Mark LaCroix — mlacroix2@worchester.edu — x8532