

# Poster Request Form

For Internal Use:	
Date Received:	
Date Due:	

Contact Information	
Name:	
Faculty Member:	
Department:	
Phone Number:	

Costing	
Cost Center:	
Approved by: (authorized signature)	

Poster Information	
Title of Poster:	
Abstract Number:	
Name of Seminar/Conference:	

Deadline	
Due Date:	
Date Leaving for Meeting:	
Date of Meeting:	

Poster Specifications:	
Poster Size:	
Paper:	<input type="checkbox"/> Gloss <input type="checkbox"/> Matte
Number of Graphs:	
Number of Tables:	
Number of Images:	

## Layout:

(Please sketch on back)

## You must provide the following:

1. Copy of Poster Specification for Seminar/Conference.
2. All images to be scanned (labeled with figure numbers). DO NOT include web-images, Original Prints ONLY.
3. All text for poster in Microsoft Word format on labeled disk (Mac or PC). Mark where you want the images inserted in your text. Please DO NOT insert images in your Word document.
4. Copy of all available images, tables, charts on disk. Name the files with figure numbers corresponding to text.
5. Necessary Graphics Request Forms

**When possible, please DO NOT give me original copies of any of the media.**