

POSTER PRINTING FORM

Associated Student Government
Los Angeles City College

The Poster Printing Service is only open to LACC ASG Chartered Clubs. Poster Printing Forms must be submitted to OSL located on the 2nd floor of the Student Union Bldg. **Non-compliance to the procedures and specifications (file dimensions, file format, email subject line, etc.) may cause delay or non-printing of posters.**

1

Submit Poster Printing Form and registration receipts, if applicable, to OSL.

Club/organization name: _____

Contact name: _____

Sender's email: _____

Contact phone number: _____

Number of attached ASG-paid registration receipts: _____

2

Have the Poster Printing Form and documentation be verified by OSL.

■ *To be filled out by OSL staff* ■

Number of attached ASG-paid registration receipts: _____

Rate per poster: **●**\$20.00; Number of prints: _____

Total amount that must be paid: _____

Verified by (OSL staff): _____

3

Pay for the service either with cash (in the Business Office) or club account funds or combination of both methods.

Payment method:

Cash (*Go to the Business Office; bring receipt and this form to OSL*)

Amount: _____

Club Account (*Complete the following and proceed to the next step;*

Insufficient funds in the Club Account will stop any further processing)

Club Account # _____

Amount: _____

Club Advisor's signature: _____

Club President's signature: _____

ASG Advisor's signature: _____

4

Email file(s) to deregha@lacitycollege.edu
Subject line: "Poster print - <Name of Club>"
**Poster dimensions: 36 in. x 24 in.
**File format: JPEG

■ *To be filled out by OSL staff* ■

Date received: _____; Time received: _____

Received by (OSL staff): _____

5

Poster(s) will be printed within 72 hours (beginning at the time fees were paid AND file(s) were sent).

■ *To be filled out by OSL staff* ■

Date printed: _____; Time printed: _____

Printed by (OSL staff): _____

6

Pick up prints, upon being contacted by an OSL staff.

Date released: _____; Time released: _____

Received by: _____

Printed by (OSL staff): _____