

# Normandale Student Life Poster Order Form

**Club/Organization Name:** \_\_\_\_\_

Student Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Event Details:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Time & Date: \_\_\_\_\_

**Number of Posters (up to 4 per event):** \_\_\_\_\_

Color or Black/White: \_\_\_\_\_

Format (must be PDF, DOC or PUB): \_\_\_\_\_

Size is 22"x34": \_\_\_\_ Yes

**\*\* Posters must be 22"x34" to be printed. Reformat your document if necessary\*\***

**Date Requested:** \_\_\_\_\_

**Pick-Up Date:**

\_\_\_\_\_

**\*\* Poster requests that are turned in with less than a 72 hour notice may be denied\*\***

**\*\*Poster requests turned in less than One Week before the event may be denied\*\***

**Submit form to KSC Front Desk for Student Life Program Coordinator**  
**Email poster to [liz.sabel@normandale.edu](mailto:liz.sabel@normandale.edu)**

Subject: Poster Print Request for *Club's Name* for *Pick-Up Date*

Posters may be picked up at Kopp Student Center Desk unless otherwise specified  
by the Student Life Program Coordinator