Clark University – Information Technology Services

Poster Event Request Form

Information Technology Services provides poster printing services for Clark University students and employees who are presenting at on-campus and off-campus events.

Poster events, especially large ones, may require longer printing times. Depending on the size of your event, and in case there are concurrent events, we may need between 1-2 weeks. Once we receive your request, ITS staff will be in touch to schedule your event and help determine an appropriate deadline for submissions.

**Send completed form to:** **posters@clarku.edu** **with the subject line: Event Request**

#  Event Details

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| **Event Coordinator Name:**  |
| **Event Coordinator Email:** |
| **Title of Poster Event:** |
| **Department Sponsoring Event:** |
| **Date of Event:** |
| **Approximately how many posters do you expect will need to be printed?**  |
|  **Are there sizing and/or paper type requirements for submissions? If so, please indicate what those are in the space below.**  |

#  Billing Information

Most events are paid for by an [interdepartmental requisition](https://www.clarku.edu/offices/general-accounting/). In this case, students will receive an “event credit” covering all or a portion of their print job and pay out-of-pocket (cash only) for any amount that goes over the event credit.

The day after the event, ITS staff will send a detailed invoice for the total amount as well as information about where to send the interdepartmental requisition.

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| **Will the event be paid for by Interdepartmental Requisition?** **If yes, how much will the Event Credit be?** |
| **To whom should we send the invoice? (Name and email)** |

#  Notes

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