

### Payment and Cost

*Payment can be made through the department associated with your class or by paying in cash at the Circulation Desk on the 1st Floor. Cash payments will receive a white and yellow voucher, the white one must be received by an Innovation Lab employee for the print to be considered paid for.*

- Prices are:
  - Full size Poster (52"x44") = \$50
  - Half size Poster (26"x44") = \$25

### Approval

*All poster designs must be approved by a faculty member by replying to an email they will receive after a form submission is received. In their reply, the faculty mentor must state approval and if the corresponding department will pay for the print or not.*

- To submit a request you must fill out the online request form and provide:
  - Your student ID and contact information
  - Your faculty mentor's email and class or department associated with the poster
  - Your PDF file for review and approval from your faculty mentor
- To gain approval:
  - Payment must have been approved by faculty or received in cash at the Circulation Desk
  - File must be in PDF format
  - Posters must not exceed 52 inches in width (length) and 44 inches in height (tall)
  - Solid color backgrounds on posters are NOT allowed, as this uses a lot of ink
  - Images may not occupy more than 40% of the poster's print area

### Turnaround

- Once the form is reviewed by employees, the requestor and mentor will receive a confirmation email
  - The faculty mentor must reply to this email with approval of poster and payment
  - It is the requestor's responsibility to make sure that the faculty mentor approves the poster
  - The faculty mentor's approval of the poster must state if the department will pay for the print, otherwise payment is the responsibility of the requestor
- Prints will take up to 5 days after approval and payment to be ready for pick up
- Any trimming of poster must be done by the requestor

### Refunds, Reprints and Copyright

- No refunds or reprints for issues such as misspelling, pixelated images, wrong sizing of the document, or any issues with the print that may come from the editing, file storage, or file transfer processes
- Colorado State University-Pueblo abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All users of the Poster printer and scanner must abide by copyright laws

### Resources

- Microsoft PowerPoint (provided by the university) is recommended for creating any poster.
  - **Be sure to set the correct dimensions!**
- Learn more about [creating an effective poster presentation with this helpful guide.](#)