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|  | **POSTER PRINTING REQUEST FORM** |

Free poster printing services are available for **student research and creative inquiry projects** for students in departments that do not have their own poster printer.

**Instructions**: Complete this form and submit this form and a **PowerPoint file** of your poster with the subject line “Poster Request” to osr@longwood.edu. You will receive a notification email when your poster is ready for pickup.

**Poster Requirements**:

* We can print any size poster as long as one of the dimensions (length or width) does not exceed 36in. Common poster sizes are 30 in. X 40 in. or 36 in. X 48 in. **For Longwood’s Fall and Spring Student Showcase events, the maximum allowable poster size is 30in. x 40in.**
* OSR will print posters in color however please use a **white background** on your poster to save ink.
* Please submit your poster 5 business days before the pickup date to allow for printing.

**STUDENT INFORMATION (add more lines as needed)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |   | Undergraduate or Graduate Student? |  |
| Department |   | Email |  |
| Co-researcher #1 |  | Undergraduate or Graduate Student? |  |
| Department |  | Email |  |
| Co-Researcher #2 |  | Undergraduate or Graduate Student? |  |
| Department |  | Email |  |
| Faculty Mentor |  | Email |  |

**POSTER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of poster |  | Pickup Date |  |
| Is the poster for a class or independent research? S**tate the course number and name for a class, or discipline for research.** | \_\_\_ Class | \_\_\_ Independent Research |
|  |
| Is the poster for a research conference/event? **If yes, state the name, date and location of conference.** | \_\_\_ Yes | \_\_\_ No |
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| Poster Size (indicate poster dimensions (width x length)) |
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**ACKNOWLEDGEMENTS**

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| I understand that by submitting my poster for printing by the Office of Student Research, the poster will be printed if it meets the formatting requirements. The poster may be returned for revisions, which may affect pickup times. Signature Date  |
| FOR OFFICE USE ONLY |
| Date Received |  |
| Submission Type | \_\_\_ Original submission | \_\_\_ Revised submission |
| Printing Approval | \_\_\_ Approved | \_\_\_ Returned Reason: |
| Date Printed |  |
| Pickup Confirmation |  |
| Signature | Date |