

Campus Recreation Poster Printing

The Department of Campus Recreation offers large scale poster printing and lamination to UTSA departments and students for an extremely low cost. Poster pricing is listed below:

| Cost | | |
|-------------|--|---------------------|
| Size | Printed | Printed & Laminated |
| 18" x 24" | \$10 | \$15 |
| 24" x 36" | \$15 | \$20 |
| 36" x 48" | \$20 | Not Available |
| 36"x ?" | Cost dependent on size, call for info. | |

Step 1: Payment Process

UTSA Departments

Prior to processing your request for posters, please bring an IDT form with appropriate approval signatures to **Linda Luera**, in the Campus Recreation Office, REC 2.202. The Campus Rec account to credit is: Campus Recreation Marketing: 29-0320-0096. Object Code 3900. If you have questions about payment, you can reach Linda at 458-6363 or Rosalinda.Luera@utsa.edu

Campus Recreation will process the IDT by creating a Define document VT5. Campus Rec will send the paper copy to Disbursements. It's important that your department not send a duplicate copy to disbursements, as this may cause you to be charged twice.

UTSA Students

Prior to processing your request, please bring payment to the Membership Services Desk in the Recreation Center. After payment, you will receive a receipt. Please retain the receipt as it is required to pick up processed posters.

Step 2: Artwork Process

Create your document to scale. If you want an 18x24 poster, make sure the file is scaled to that size. Please send the original file. Accepted file types include; word, publisher, Adobe illustrator, photoshop or indesign (CS3 or later versions only). Keep in mind that most images pulled from the internet

or other documents will have a decreased resolution; which makes them appear pixilated when printed. If possible, please include the original image in the design. This will help to ensure you receive a quality product. Email artwork to Amy Dalrymple at amy.dalrymple@utsa.edu.

Campus Recreation staff will not edit or change artwork once submitted. Any errors in the document are fault of the designer, and Campus Recreation will not be held responsible. Please be sure to proof the artwork prior to sending it, as additional fees may be realized if staff has to reformat multiple versions of a document. If any problems arise, a Campus Recreation Marketing Staff Member will contact you.

Please note posters are enlarged and printed by student employees with full class loads. Work will begin as soon as possible, and will be returned within 4 business days. *Some jobs may take longer dependant upon number of copies and reformatting time.

Step 3: Receiving Your Posters

Proof of purchase (receipt or copy of IDT) is required for pick up. When the posters are completed, we will notify you via email or phone to pick them up in the Campus Recreation Office, REC 2.202 Monday – Friday from 8am – 5pm.

We look forward to providing this service to UTSA departments. If you have payment questions, please contact **Linda Luera** for other questions contact **Amy Dalrymple** Assistant Director of Marketing & Communications at Amy.dalrymple@utsa.edu.