Poster Project Printing Form for Distance Education

Please use the following form during your poster creation process.

1. **Email your poster to your instructor for review.**

   After the review process, incorporate changes and get final approval from your instructor to print.

   Information about creating and printing posters, including the blank poster template, is accessible on the library website: https://www.brcn.edu/library/library-services/poster-presentations

2. **Email your final poster to your instructor and posters@brcn.edu**

   Fill out this form and attach it. You can fill it out electronically.

   Please select your class and semester

   ☐NSG 404   ☐ NSG 405   ☐ Other

   ☐ Fall   ☐ Spring

   Poster Title:

   Student Name:

3. **Your instructor must complete this form and email it to the library before your poster can be printed.**

   Instructor: Date:

Once the library staff receives confirmation from your instructor, your poster will be put in the queue to be printed and laminated. **All posters must be received by the library no later than 48 hours before needed** to ensure that your poster is printed out in time. Library staff will print your poster between 8 am – 5pm, Mon-Fri. Evening workers cannot print posters for you.

Library Use Only		
Poster has been printed	Date:	Initials:
Poster has been laminated	Date:	Initials: