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| **Poster Project Printing Form for Distance Education** |
| Please use the following form during your poster creation process. |
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| **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:*** [***http://library.brcn.edu/poster***](http://library.brcn.edu/poster) |
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| 1. **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*Type here* |
| [ ] Fall[ ] SpringYEAR*Type here* |
| **Poster Title:** |  |
| **Student Name:** |  |
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| 1. **Your instructor must complete this form and email it to the library before your poster can be printed.**
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| Instructor: |  | Date: |  |
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| 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.  |
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| **Library Use Only** | 🞏 Poster has been printed | Date: |  | Initials: |  |
| 🞏 Poster has been laminated | Date: |  | Initials: |  |