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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**](mailto:posters@brcn.edu) **.** Fill out this form and attach it. You can fill it out electronically. | | | | | | | | |
| **Please select your class and semester**  NSG 404NSG 405Other*Type here* | | | | | | | | |
| FallSpringYEAR*Type here* | | | | | | | | |
| **Poster Title:** | |  | | | | | | |
| **Student Name:** | |  | | | | | | |
|  | | | | | | | | |
| 1. **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: | |  | |