

Poster Printing Guidelines

Blessing Health Professions Library provides poster printing services for the departments of Blessing Health System. Posters can be printed for conferences, hospital promotional and informational materials, and student projects. We have 2 sizes of poster paper, 24" and 42" (Ex. 18 X 24, 24 X 36 24 x 48). The 24" can be laminated if needed. The 42" is a heavyweight photo gloss paper and cannot be laminated. Poster printing request forms can be found below or on the library website, <https://www.brcn.edu/library/library-services/poster-presentations> or on the BH BRAIN. Send the completed request form with the file to be printed. Request forms and poster files can be emailed to posters@brcn.edu or bring the file on a flash drive to the library with the printed request form. The circulation desk at the library is available for poster drop-off and pick-up. Printing is done by the library staff on a first-come, first-serve basis. If we have questions about the file, we will contact the responsible party by phone or email before the item is printed. You will be notified once the job is completed.

Please note:

- The library will not edit your poster. The file that is submitted is the file that is printed.
- Only Power Point and PDF files will be accepted for printing.
- Poster templates, examples, and links to effective poster design are available on the library website, <https://www.brcn.edu/library/library-services/poster-presentations>
- Library staff will put the poster in the queue to be printed. Posters are printed 8 am – 5 pm, Monday-Friday.
- Allow 2 business days for the poster to be printed.
- We recommend you bring a cardboard or plastic storage/ mailing tube or plastic trash bag to protect your finished poster when you take it from the building.
- BRCN STUDENTS: Students will fill out a separate request form and it must be signed by the designated faculty member. Contact your instructor for guidance on poster printing.
- Contact the library at x6970 if you have questions.

Poster Printing Request Form

PLEASE PRINT OR TYPE

Email the file or bring the file on a flash drive to the library for the poster to be printed. Print this form or email to posters@brcn.edu for processing.

Name _____

Date _____

Department _____

Phone _____

Email _____

Date needed by _____

Allow 2 business days for the poster to be printed

Filename _____

File Type: PDF Power Point

Poster Dimensions _____
(Length X Width)

Quantity _____

Laminated

FOR LIBRARY USE ONLY

Poster has been printed

Date: _____

Initials: _____

Poster has been laminated

Date: _____

Initials: _____

Notes: _____

Poster picked up by: _____