

Poster & Bulletin Board Committees – REQUEST FORM

Submit request 3 weeks prior to deadline

Deadline for bulletin board: _____

Deadline for posters: _____

Budget

Basic supplies are provided by the poster and bulletin committees. We will work within your specified budget for costs specifically associated with producing your committee's posters and/or bulletin board. Check request forms will be submitted to your committee chair for approval and processing of reimbursements of these costs.

Poster Budget (Recommended \$10 / 5 posters): _____

Bulletin Budget (Recommended \$10): _____

Event Details

Be sure to include all details that need to be promoted.

Event Title: _____

Slogan: _____

Date(s): _____

Time: _____

Event Location: _____

Sponsors: _____

Additional event information: _____

Design Information

Select Standard or Custom option

Graphics

Standard: Attach graphics or flyers used in promotion of this event. Additional design elements may be added that are consistent with graphics associated with event.

Custom: Graphic will be created by committees. Please describe what you envision the graphics looking like.

Color Scheme

Standard: Color schemes will follow supplied graphics

Custom: Indicate if you have specific color requirements. Committees are limited to supplies available and will match your request as closely as possible. _____

Posters Quantity & Size

Sample poster dimensions – Large (22"x28"), Medium (8.5"x14"), Small (8.5"x 11")

Standard: 5 Large posters.

Custom: Indicate if additional posters or sizes are needed. _____

Poster Location

Standard: Posters will be hung throughout the school in predominate areas.

Custom: Indicate if you require posters to be hung in specific locations. _____

Posters: Additional design requests: _____

Bulletin board: Additional design requests: _____

Approval contact information

Two weeks prior to posting deadline a layout and design concept will need to be approved by your committee. Please provide the contact information of the person responsible for approving concept.

Name: _____

Email: _____

Phone: _____

Natalie Bauge, Bulletin Board Committee Chair
425.271.6636 | N.Bauge@comcast.net

Kathleen Donohoue, Poster Committee Co-Chair
253.468.0589 | KathleenDonohoue@msn.com

Stefanie Williamson, Poster Committee Co-Chair
425.226.7611 | StefanieOng@yahoo.com