



# ASUPS Poster Distribution Request

Speedchart/Project Code

Account (usually 63010, advertising)

Poster Title

Event Date

# of posters

Contact Person

Phone/Ext.

Department

*All posters must include our accessibility statement:*

**Puget Sound is committed to being accessible to all people. If you have questions about event accessibility, please contact 253.879.3931 or [accessibility@pugetsound.edu](mailto:accessibility@pugetsound.edu), or visit [pugetsound.edu/accessibility](http://pugetsound.edu/accessibility).**

*ASUPS clubs must also include the ASUPS logo:* 

**40 posters will be distributed in the following places around campus, unless a specific request is made by checking below:**

- Information Center (3)
- Oppenheimer Café (1)
- Thompson Hall (8)
- Diversions (1)
- Howarth Hall (2)
- Collins Memorial Library (2)
- Wyatt Hall (15)
- McIntyre Hall (7)
- Jones Hall (2)
- Weyerhaeuser Hall (3)

*Posters will be distributed no earlier than **ONE WEEK** before your event, and will be removed immediately following.*

## ASUPS Monitors

*Posters can be uploaded to our monitors, which are located in Lower Marshall Hall and next to the Info Center, by emailing your poster design to [ASUPSOffice@pugetsound.edu](mailto:ASUPSOffice@pugetsound.edu).*

*Currently there is no charge for TV monitor posting.*

**Maximum size is 4096 x 2160 with 32 bits per pixel, and must be in either jpg or png format. Horizontal/landscape is best.**

*Questions? Contact Deborah Hope in the ASUPS office at x3600.*