



# 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 [accessibility@pugetsound.edu](mailto:accessibility@pugetsound.edu), or visit [pugetsound.edu/accessibility](http://pugetsound.edu/accessibility).

*ASUPS clubs must also include the ASUPS logo:* 

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

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

*Posters will be distributed no earlier than **ONE WEEK** before your event, and will be removed immediately following. Service is not available during first week of semester, reading period, finals, or school breaks.*

## ASUPS Monitors

*Posters can be uploaded to our four monitors, which are located in both Upper and Lower Marshall Hall, next to the Info Center, and in the ASUPS Office, 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.*

ASUPS: Date received: \_\_\_\_\_ Recharge submit date: \_\_\_\_\_ Initials: \_\_\_\_\_