



ASUPS Poster Distribution Request

Poster Distribution fee \$5,
free to students and ASUPS clubs.

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, or visit 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)
- 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)

Please note: 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 2 monitors, located in Lower Marshall Hall and next to the Info Center, by emailing your poster design to ASUPSOffice@pugetsound.edu. 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: _____