



Library Media Center

Poster Printing Policies

Please read through the poster printing policies below before submitting a request on the [Poster Printing Request](#) form.

All Posters must be received **AT LEAST 72 hours before** due date.

- Please proofread your poster before submitting.
- Mr. Townsend is available to train teachers in MS PowerPoint, Pixlr, Google Draw, Canon PosterMaker, and other appropriate software to design posters, but the LMC does not design posters.
- Please do not submit any dark colored, solid backgrounds. These backgrounds cause the paper to become saturated with ink and result in a bad look.
- Please set the correct poster size **BEFORE** you create your poster.
- This printer is capable of printing a maximum of **36 x 24 inch posters**
- Before printing, you must submit a poster request on the via the website and [Google Drive Poster Print Folder](#) in **PDF format**.
- Posters will not be printed after 4:30 PM.

Lamination Policies

All laminating materials must be received **AT LEAST 48 hours before** due date.

- Items should already be cut out and ready for lamination
- Please label classroom teacher and bundle items together; place on the shelves next to the laminator
- Make sure pieces are securely glued together if you want them to stay together
- Precious items may become wrinkled - submit for lamination at your own risk
- Machine is only to be operated by Library Media Center Personnel
- Items will not be laminated after 4:30 PM.