

# Poster Rules/Procedures

## Individuals:

- A poster request form must be turned in **a week prior** to the day you want your posters done by.
- Posters are \$1/ft. without an ASB Card
- Posters are \$0.50/ft. with an ASB Card
- If you want ASB to make your poster(s) there will be an additional fee of \$1/poster.
- If there are any damages to any of ASB's painting/poster supplies during the duration of your usage, you will be charged accordingly.

## Clubs/Committees/Athletics:

- A poster request form must be turned in **two weeks prior** to the day you want your posters done by.
- If your posters are for a fundraiser, you must have a fundraiser request form filled and **approved** by ASB beforehand.
- If every member in your group has an ASB card, you are entitled to 100 ft. of poster paper for free per school year. After you exceed this amount, you will be charged \$0.50/ft.
- If every member in your group does not have an ASB card, then the cost for poster paper is \$1/ft.
- Either your group Advisor, President, Vice President, or an ASB member **must** be present to supervise during your poster making session.
- If there are any damages and/or loss of any of ASB's painting/poster supplies during the duration of your usage, you will be charged accordingly.



## Poster Request Form

\*By filling this form you affirm that you have read and accepted the poster rules/procedures.\*

Individual

Group

I wish to use my groups' free 100 ft.

Name (Single or Club): \_\_\_\_\_

Date Request for poster(s): \_\_\_\_\_

Poster Supervisor name: \_\_\_\_\_

Supervisor position: \_\_\_\_\_

ASB Services:  Yes  No

ASB Member Request: \_\_\_\_\_

Poster Notes/Diagram:

## COSTS:

*WITHOUT ASB*

\_\_\_\_\_ ft. x \$1.00 = \_\_\_\_\_

*WITH ASB*

\_\_\_\_\_ ft. x \$0.50 = \_\_\_\_\_

*Extra Fees*

\_\_\_\_\_ balloons x \$1.00 = \_\_\_\_\_

*ASB Services*

\_\_\_\_\_ posters x \$1.00 = \_\_\_\_\_

**Total:** \_\_\_\_\_