

To submit a poster for Honors Day:

1. Go to the [Print Center Forms](#) page (you may be asked to log-in: use your stolaf email credentials)
2. Deadline to submit your poster to the Print Center is **Monday, April 29 at 8am!**
2. Choose

Banners and Wide Format

Click here to place a banner, poster or other wideformat orders with print services.



3. Fill the form exactly as shown here:

Job Name: ← Your name here. If multiple authors, pick one name to pick up your poster

Department:

Fund-Cost Center (XXXXX-XXXXX): ← Enter Account: xxxxx-xxxxx Oracle Fund-Cost center. For cash payment please use 00000-00001 Use cash payment code. You will not be charged.

Activity (if applicable) (XXXXX):

Date Needed:

Qty:

Upload File
FYI: Before uploading your file make sure it is sized to 48x36

Personal Order

Add File

B/W or Color:

Ink & Resolution:
Cost per square foot: 0.00
Surcharge: 0.00

Select Media:
Cost per square foot: 2.00
Surcharge: 0.00

Original File Size: X

Magnification %:

File Resize Dimensions: X

Additional Finishing:

Delivery:

Make sure you have these selected exactly as shown.

Unit Price: 0.0000

Special Instructions: ← Make sure you have this message written in the Special Instructions box.