

ATC Poster Printing Workorder

for In-person Submission:

Contact Information

First name:

Last name:

Email:

Phone:

Patron

Faculty

Staff

Undergraduate

Graduate

Class:

☐
☐
☐
☐

Dept/Major:

Poster Information

File Name:

Poster Purpose:

GPS

☐

GRIE

☐

MQP Day

☐

EVENT

☐

ADMIN

☐

Summer
Program

☐

Conference

☐

Class
Assignment

☐

Student
Org Event

☐

Purpose Details (see instructions on back):

Printing Information:

Operating System:

WINDOWS

☐

MAC

☐

CHROME

☐

LINUX

☐

MULTIPLE

☐

Total Number of Copies:

Date Needed:

Paper Selection:

Matte

☐

Satin
Gloss

☐

Dimensions should be in inches
and rounded up. The smallest
Dimension must be greater than
19" and less than or equal to 42.:

Smallest Dimension:

Largest Dimension:

Payment Information:

Account numbers should be
obtained from your
departmental or
organizational admin or
person responsible for funds.
Departments supply us with
account numbers for GPS
and MQP day posters.
Dark green areas are
mandatory information.

Payment Type:

☐

GOAT BUCKS

DEPT/ORG ACCOUNT NUMBER

☐

FUND:

110

☐

120

☐

220

☐

810

☐

Other

Cost Center

-CC

Spend Category

-SC

Designee Worktag
(for 120 Fund)

-DE

Gift Worktag
(for 220 Fund)

-GF

Activity Group
(for 810 Fund)

-AG

Additional Worktags

-

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Instructions and more information on the back of this workorder.

This form is for walk-in submission. We guarantee printing in two business days for walk-in submission. On-line submission requires **five business days** in advance (weekend and holidays are not part of the business days). Special drop off dates will be made for large poster events such as GPS, GRIE, and Project Presentation Day.

Poster dropped off at the ATC must be the size they are required for final printing. They must be free of crop mark and registration marks. All posters must be a minimum of 200 dpi for printing. Posters are only for academic or WPI community purposes.

The ATC accepts only PowerPoint files or PDFs. Placing an image on a PowerPoint files does not make it printable and may result in the poster being rejected for printing.

Contact information: this area requires information we need to contact you if there is a problem with your poster. We accept only @WPI.EDU emails. The department or major information is for the point of contact and not for the department paying for the poster.

Poster information: this area is for the file name (please make it something that describes your work) and the purpose of the poster.

In the "purpose details" please provide the following based on the following:

- **GPS:** Great Problems Seminar – name or number of class and the name of your advisor.
- **GRIE Day:** Graduate Research and Innovation Exchange – name of advisor and advisor's email.
- **MQP Day:** Major Qualifying Project Day (also known as Project Presentation Day) – name of the advisor and advisor's email.
- **Event:** this is for WPI sponsored events such as commencement, conferences, meetings, athletic events, etc. If the event is being sponsored by a student group, it needs to be reported under "Student Org Event." Please give us the name of the Event.
- **Admin:** this category is for signage related to operations of departments, such as rosters, directions for labs, any other informational non-event signage (ie., COVID information). Please briefly describe the reason for the poster.
- **Summer Programs:** if signage is for a summer program, such as a camps, REU, or other non-class program, we will need the name the program.
- **Conference:** this category is for a poster that is to be used at a non-WPI sponsored conference. We need the name of the conference that the poster for which the poster is being printed.
- **Class Assignment:** if an instructor assigns a poster, we will need to know the name/number of the class and the instructor's name.
- **Student Org Event:** when a student organization sponsors an event, the billing requires that they use the 810 funding and supply an activity group number. We need the name of the student organization.

Printing information: this information tells us about how to print your poster. If you have questions about cost of the poster, please ask our staff. It is helpful for us to know what operating system you used to create your poster if there are print issues.

Payment information: there are only two options for payment – Goat Bucks and a WPI departmental or organization account number. For WPI accounts, we need both the number and all worktag abbreviations. Most categories already have the abbreviations, unless you are submitting additional codes. The fund and cost center are mandatory information. The default spend category for posters is 1272.

Notes/Attached USB Drive

ATC USE ONLY

Submission Date:

Logo Reviewed:

☐

Size Confirmed:

☐

Borderless Print?

☐

Heavy Ink Charge?

☐

Reviewer's
Initials: