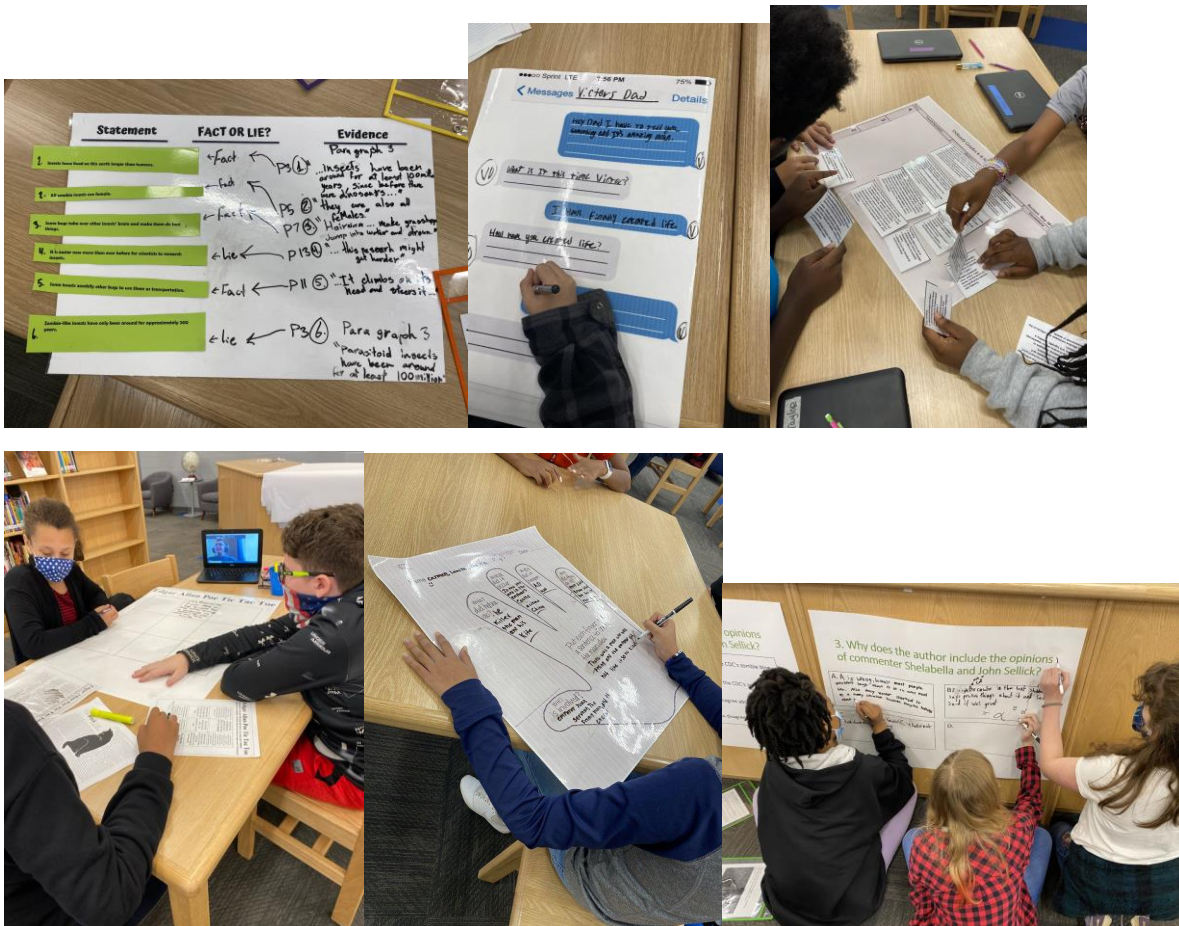


SCMS Poster Maker Pricing & Instructions For Poster Requests

*Examples of poster sizes are on the wall in Mrs. Whitlock's office if you need to get a visual of the sizes.

- There is no charge for Instructional Posters/Lamination. Instructional Posters are posters that the teacher and/or student will write on or use as a tool for students to analyze information (see example pictures below). Decorative classroom posters, class rules/procedures posters, standards posters, etc. are considered Non-Instructional. If it is just going to hang on your wall all year, it's Non-Instructional.
- If you and/or your students write on the poster, the best markers to use are the WET Erase Markers such as Vis-A-Vis.



*We will provide an invoice to Mrs. Pope when your poster is complete.

Non-Instructional Posters On Premium Paper

- Half Poster – 12" x 24"
 - \$3.00 each
 - \$3.40 each with lamination
- Full Poster – 24" x 36"
 - \$6.00 each
 - \$6.40 each with lamination
- Banner – 2' x 6' (the size of two Full Posters)
 - \$12.00 each
 - \$13.20 each with lamination
- Baby Banner – 8" x 2'
 - \$2.00 each
 - \$2.40 each with lamination

Non-Instructional Posters On Vinyl

- Full Poster – 24" x 26"
 - \$20.00 each
- Banner – 2' x 6'
 - \$40.00 each

Instructions For Submitting Poster Requests

1. Posters will only be made on Mondays and Tuesdays, so please plan accordingly.
2. Poster requests can be submitted any day and posters will be made on Mondays and Tuesdays in the order that requests are received.
3. Use the [POSTER REQUESTS link on the library website](#) to complete the form for a poster to be made. You will need to submit a new request form for each image or document.
4. There are two ways to submit and document or image to be made into a poster. A POSTER REQUEST FORM MUST be completed no matter how you submit your document or image.
 1. Provide a hard copy of the document or image that you want to make into a poster. If you want the poster to be printed in color, the hard copy must be in color.

Drop the hard copy off in the library on the back counter where lamination is normally dropped off. Put a sticky note on it with your name and "Poster Request Submitted" and the date.

2. Upload an image that you want made into a poster on the Poster Request Form. Images MUST be in a JPEG format. The higher the resolution (1000 or more is best) the better quality of the poster.

5. Finished posters will be delivered to your room.

*We also have pre-made poster templates that can be edited to suit your needs. We're happy to show you how to access the poster templates and edit them. This must be done on the computer in Mrs. Whitlock's office next to the poster maker.

Tips:

- Go to www.onlinejpegtools.com to upload the original lower quality JPEG and it will convert it to a higher quality that you can download
- Image file converter <https://image.online-convert.com/convert-to-jpg>
- Use Canva to create your designs and download as a JPEG.

