



Campus Rec Printing Process

The department of campus recreation would like to announce a great opportunity for your department this semester.

While the printing of large format posters has been offered by our department for some time, we have made some adjustments to the pricing structure. We hope these changes will make our services more widely available. Feel free to call me at extension **6728**.

Thank you,

Sal Giani

Assistant Director Marketing & Communication for Campus Recreation

Step 1: Payment Process

Prior to processing your request for posters, please bring an IDT form with appropriate approval signatures to **Linda Luera**, in the Campus Recreation Office, REC 2.202. The Campus Rec account to credit is:

Campus Recreation Marketing: 19-0320-0056

If you have questions about payment, you can reach Linda at 458-6363 or Rosalinda.Luera@utsa.edu

	Cost	
Size	Printed	Printed & Laminated
18" x 24"	\$10	\$15
24" x 36"	\$15	\$20
36" x 48"	\$20	Not Available

Campus Recreation will process the IDT by creating a Define document VT5. Campus Rec will send the paper copy to Disbursements. It's important that your department not send a duplicate copy to disbursements, as this may cause you to be charged twice.

Step 2: Artwork Process

Email your design exactly how you want the layout to look on a letter size (8 ½ x 11) page as a Word, Publisher or PDF document to **Linda** at **Rosalinda.Luera@utsa.edu**. Campus Rec Staff won't edit or change any

of the artwork or lettering. If there are mistakes in your document, we will not accept responsibility for them, either before or after printing. Please be sure you proof the artwork prior to sending it to **Linda**. If there is any type of problem you might be contacted by our Student Marketing Coordinator **Bridget** from **Bridget.Fowler@utsa.edu**, or by myself, **Sal Giani**.

Please note posters are enlarged and printed by student employees with full class loads. It is necessary for your request to be made at least 10 business days prior to your expected pick up date. Work will not begin on posters until Linda receives your signed IDT in the Campus Recreation Office.

Step 3: Receiving Your Posters

When the posters are completed, we will notify you via email or phone to pick them up in the Campus Recreation Office, REC 2.202 Monday – Friday from 8am – 5pm.

We hope that the above steps will help us all keep track of posters and IDT's. Thank you for your help. We look forward to providing this service to UTSA departments. If you have payment questions, please contact **Linda Luera** for other questions contact **Sal Giani** Assistant Director of Marketing & Communications at **Sal.Giani@utsa.edu**.