

## **Poster / Flyer Production Requests — Instructions for RIGs & Special Projects**

When planning events for your RIG or CSWS special project, keep in mind that staff will need adequate advance notice.

If you want CSWS to design and print your flyer / poster, please make your request at least one month in advance of when you need to have poster in hand. If you only require a PDF of your flyer, three weeks will do. Remember that extra time is required if you want a poster reproduced on poster quality paper by UO Printing Services.

Please send accurate information for the content of the poster. Include:

- Title of Event
- Date / time / location (include room, building address)
- Speaker/s name / title / affiliation / website link
- A high resolution .jpg of the speaker or any other image you want on the poster (you are responsible for getting any permissions)
- A blurb about the content of the event
- List of sponsors
- Contact person and email address

Send to Alice Evans, CSWS Dissemination Specialist, at [alicee@uoregon.edu](mailto:alicee@uoregon.edu)