Free Large Format Posters

- Funded by UPAC - Your Student Activity Fee at Work (regardless of your UPAC funding status)
- For Recognized Student Organizations (RSO’s) for each of your registered events, printed on regular bonded coated paper, your choice of:
  - One Large Poster = 24" x 36" or
  - Two Medium Posters = 18" x 24"
- Additional copies may be purchase for a cost
- 24 Business Hours required for printing

Paid Large Format Posters

- Price varies depending on actual size, ink coverage, and paper selection. Prices below are estimates only, printed on regular bonded coated paper:
  - 24" x 36" approximately $8.00 each
  - 18" x 24" approximately $4.00 each
- 24 Business Hours required for printing

Banner Printing

- Banner prices start at $5.00 per linear foot (running foot). Price varies depending on actual size, ink coverage, and material selection.
- Grommets (brass rings) may be inserted by request at no additional charge.
- Banner materials are available in 24" and 36" widths, up to 100 feet in length.
- Banners may be printed horizontally or vertically.
- Banners are tear resistant and water resistant.
- Banner materials available are listed below.
- Prices listed below are approximate cost per linear foot (running foot):
  - Polypropylene (plastic paper) 24"/$5.00 36"/$7.00
  - DuPont Tyvek (non-woven fiber) 24"/$5.00 36"/$7.00
  - Opaque Scrim (vinyl like material) 24"/$7.00 36"/$9.00
  - Matte Canvas (coated cotton fiber) 24"/$7.00 36"/$9.00
- 48 Business Hours required for printing

Payment for Posters and Banners

- Purchase Orders: Recognized Student Organizations should obtain a Purchase Order from their ASA Account, room 240 HUB-Robeson Center. Purchase Orders must be received before printing can begin.
  - Our ASA vendor number is: 35667.
- Cash: Receipts will be issued for cash payments. (exact amount required, as we can’t make change)
- Checks: made payable to “Penn State University”.
- Lion Cash payments are also accepted.
- Credit Cards: Visa, MasterCard, and Discover. (sorry, we don’t accept American Express)
**Student Organization Marketing Support Partners**

- **Program Registration**
  Stephanie Mullin
  125-A HUB-Robeson Center
  814.865.9273
  sjm33@psu.edu

- **HUB Copy Central**
  Gene Rockey
  Ground Floor (next to Jamba Juice)
  814.863.2988
  hubcopycentral@psu.edu

- **Associated Student Activities**
  Student Organization Finance
  240 HUB-Robeson Center
  814.865.1947
  asaoffice@psu.edu

- **Office of Student Activities**
  Student Organization Support
  103 HUB-Robeson Center
  814.863.4624
  studentorg@psu.edu

**Ticket Printing**

- **Event Ticketing**
  Recognized Student Organizations (RSO’s) charging admission for events on-campus are required to use our ticketing services. Bring your Ticket Request Form, along with your Program Registration Form to the USA Marketing Office for additional assistance with this process.

- **Raffle Tickets**
  RSO’s are required to use our ticketing services for raffle tickets and other chance type drawings. In addition to the Ticket Request Form and Program Registration Form, RSO’s must also obtain a Small Games of Chance License from the Centre County Treasurer’s Office, Willowbank Building, in Bellefonte.

- **Pricing**
  - Recognized Student Organizations: FREE
  - Union and Student Activities: $0.05 each
  - Penn State Departments & Units: $0.10 each
  - Non-Penn State Organizations: $0.20 each
  - 48 Business Hours required for printing

**The Toilet Paper / The UP-dates & The DOWN-low**

Weekly publications found in the bathrooms and elevators of the HUB-Robeson Center. Requests for consideration must be made prior to Thursdays at 5pm the week before publication. Submissions are free for RSO’s, but not guaranteed. Exclusive paid advertising is available for a weekly fee and is limited each week.

- **Submissions**
  - Image of 5” wide x 3” tall
  - Text of 100 words or less with a logo or photo

- **Pricing**
  - Free for RSO’s to advertise upcoming events
  - Exclusive paid advertising is $75 per week

**Digital Marketing**

The HUB-Robeson Center features four interactive touch screen kiosks, as well as several closed circuit televisions located in high traffic areas

- 1920 pixels by 1080 pixels (6.4 inches by 3.6 inches)
- Landscape/horizontal orientation, saved as a JPG
- Specify start and stops dates with your request
- Free for Recognized Student Organizations
- 24 Business Hours required for scheduling

**File Submissions**

- Files less than 10 MB in size:
  You may email your files to USAMarketing@psu.edu with the specific details of your request

- Files greater than 10 MB in size:
  You may upload your files to our PSU BOX account https://psu.box.com/v/USAMarketing