

TODAY'S DATE \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

RESEARCH POSTERS ALREADY LAID OUT IN POWERPOINT REQUIRE 5 WORKING DAYS FOR PRINTING.  
RESEARCH POSTERS REQUIRING FULL DESIGN AND PRINTING REQUIRE 15 WORKING DAYS.

CONTACT \_\_\_\_\_ DEPARTMENT/CLASS YEAR \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ALL RESEARCH POSTER REQUESTS REQUIRE THE SIGNATURE OF THE DEPARTMENT HEAD, DEPARTMENT CHAIR, AND/OR THE DEAN. ALL RESEARCH POSTER REQUESTS FROM STUDENTS REQUIRE SIGNATURES FROM BOTH THE DEPARTMENT HEAD AND DEAN.

DEPT. HEAD/CHAIR APPROVAL SIGNATURE \_\_\_\_\_ DEAN'S APPROVAL SIGNATURE \_\_\_\_\_

POSTER SIZE:  54"W X 36"H  56"W X 41"H  48"W X 36"H  41"W X 41"H  
 OTHER \_\_\_\_\_"W x \_\_\_\_\_"H

- FINAL POWERPOINT BEING EMAILED TO COMMUNICATIONS@PCOM.EDU
- ALL FINAL COPY AND PHOTOGRAPHY EMAILED TO COMMUNICATIONS@PCOM.EDU FOR LAYOUT

ADDITIONAL DESCRIPTION as needed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**  
All research posters printed by PCOM will be fitted with the PCOM wordmark and logo so allow extra space in the top left and right corners to allow Marketing and Communications to drop in.  
If you need a Powerpoint template for your research poster, there are Powerpoint templates available on Nucleus. You can find them in the Marketing and Communcations section under Work Tools.