

Poster Making Policies and Tips

Posting Policies:

Only approved posters will be allowed to be displayed on campus. Student workers from CSI will print out posters and put them up. Posting is not allowed for personal use. Posters will be taken down by student workers from CSI.

Poster Approval Policy:

Any materials placed on University properties that advertise any meeting, event, social function, announcement, group recognition, etc., shall be considered posters. All posters must be approved by e-mailing a copy of the poster to CSI.lynn.edu 3 weeks before the event. Acceptable formats are PDF's, JPEGs, or PNGs only. The poster must meet all requirements listed below for approval. The person who emailed the poster will be notified if changes need to be made or if it is approved. Once approved the poster will be hung up in the appropriate locations (see posting policies) one week day after approval.

Poster Requirements:

1. The Organization is registered with the Center for Student Involvement
2. The event/meeting space has been approved through Presence
3. The date, time, and location is easily visible
4. The organization's name is clearly visible
5. Contact information is stated
6. The file is in a PDF, JPEG, or PNG

Tips for making a quality poster:

Tip 1: Websites for Poster Making

- Utilize an online poster making site such as Canva.com or Postermywall.com.
- Some content on these sites are free but others cost money, make sure that you don't use content that costs money without paying for it because it will show up with a water mark.



Tip 2: Overcrowding

- Don't over crowd your poster. Make sure to add the essential details but leave out long paragraphs.



Tips for making a quality poster:

Tip 3: Flow

Think about the flow of the poster and font. Limit using various size and style font to make it look more fluid.

For example:

This first invitation is over crowded with text and the flow of the size of font is not visually appealing.



Tip 4: Call to Action

Include a call to action in your poster such as “See you there”, “reserve your space now” etc.



Tip 5: Using a Background Image

When including pictures as backgrounds make sure they are not overpowering the text. If you want to use a full picture as a background, think about using a solid color background behind text or fade the picture out so it doesn't show up as powerful.

