

CARS POSTER PRINTING CHECKLIST

- ☐ Check to make sure your poster 36”H x 48”W or smaller (landscape orientation)
- ☐ REVIEW FOR MISTAKES!!!!!! Only one copy of a poster will be printed with Nazareth funding. Additional prints must be paid for out of pocket.
- ☐ Be sure you have saved the poster as a PDF document (see Poster Creation Tips on the CARS website for instructions how to do this)
- ☐ Have the person who reserved the CARS poster funding submit the poster for printing.
- ☐ Name the PDF file you submit for printing with this format:

CARS2019_<firstname> <lastname>_<abbreviated title of poster>

EXAMPLE

If Rachel Parker is working in a group, their poster is titled “Effects of Color on Student Memory and Learning”, and the funding for the group poster is in her name, then a correct file name would be:

CARS19_Rachel Parker_EffectsofColor.PDF

This is essential to keep track of the posters submitted, match the pdf files with the physical posters, and apply funding for posters.