



Associated Students of Gavilan College (ASGC) Poster Printing Policy

Student Center · 5055 Santa Teresa Blvd. Gilroy, CA 95020 · (408) 848-4777



Purpose:

To ensure that the Associated Students of Gavilan College (ASGC) can provide poster printing services campus-wide and utilize this service as a fundraising tool.

Poster Fees:

1. Flyer (8.5x11): \$5 for 25 flyers
2. Small Poster (18x24):\$10
3. Large Poster (24x36): \$15

Lamination Fees:

A \$5 lamination fee will be applied for most services.

1. Flyer (8.5x11): \$2 per flyer
2. Small Poster (18x24):\$15
3. Large Poster (24x36): \$20

Guidelines:

1. Allow at least one week for your printing request to be processed.
2. Major Gavilan College events available for all students such as the Health Faire, Career Day, and Transfer Day may receive up to two (2) 24X36 posters and two (2) 18x24 posters at no charge. Additional flyers and posters will be charged as noted in the Fees Section above.
3. Active Campus Clubs may request from Inter Club Council (ICC) up to two (2) 24X36 posters and two (2) 18x24 posters per year at no charge. Additional flyers and posters will be charged as noted in the Fees Section above.
4. Department and programs wishing to purchase posters will be charged the fees above.

Payment:

Payments are to be made by completing a transfer of funds form located at <http://www.gavilan.edu/student/asgc/forms.php>. The form must be signed by the Office of Student Life or ASGC Advisor **before** posters/flyers are printed. Please allow at least one week for your printing request to be processed. If you have any questions please call the Office of Student Life at 408-852-2849 or the ASGC office at 408-848-4777 or visit our office located in the Student Center. The schedule for office hours is located online at www.gavilan.edu/student/asgc.