

Media Services Poster Printing Steps

Poster printing services are available to all Kent, Montcalm, and Ionia County educators for a nominal fee through the REMC8 Educator Resource Center. The steps involved in submitting an order appear below.

Step 1: Prepare your document

- Prepare your document with the highest resolution (for graphics) available
- Your document should be completely print ready (dimensions, margins, etc). We recommend that margins be set to minimum to avoid excessive white space.
- Save your document as a PDF
- Please note: full color posters (more than 50% ink saturation) will be charged an ink surcharge fee

Step 2: Send an email to erinhoekema@kentisd.org or dejanasmith@kentisd.org. Include the PDF you'd like printed, as well as the following specifications:

- What size you'd like the poster
 - Please note: our poster printer is 24" wide
 - The most common size poster is 24" x 30"
 - Please make sure that your document size and poster request size are proportionate
- Whether you'd like your poster printed on paper or vinyl
- Whether you'd like your poster laminated or not (paper only)
- How you wish to make payment
 - Kent ISD Staff - the acct# to which the work should be billed
 - Local Educators - we can bill your school, or you may pay with cash or credit card
- Whether you'd like to pick up the order, or have it delivered to you via courier (where applicable)

Step 3: Our team will do a mock-up of the poster to confirm that your selected size works well with the provided document and give you a price quote.

If you'd like to proceed with the order, you will let us know.

Once these steps have been completed, we will process your order and print. We ask for 3-5 business days to process your order, but work can often be completed sooner.

One note: we have a small, non-commercial printer. It is not the most cost-effective machine to run, so we have an order limit of 20 posters. If you ever have a need to print more than 20 posters at a time, we suggest working with the GRCC print shop.