



## Reservations & Services

Reservations/Services	Cost	Length	Notes
<a href="#">LSC Poster Run</a>	\$25	1 Week	11x17 Posters, Qty 20, 2 Week Max (posters reused), Unit ID required. Posters dropped off at LSC desk by noon on the Thursday before your reservation.
<a href="#">Table Card Reservation</a>	\$40	1 Week	4.25"x5.5" cardstock paper. Qty 490. Print 1 set of table cards for every 2 weeks (Ex: 5 weeks, 3 sets – 2 weeks, 1 set), Sorted per dining center Braiden (100), Durrell (100), Ram's Horn (120), Foundry (170), delivered to Palmer 105 by 4PM Wednesday before reservation.
<a href="#">LSC Digital Screen</a>	\$110	1 Week	\$110 – 1 Week, \$220 - 2 Weeks, \$300 for 3 weeks+ Ad starts on Friday & runs through the following Thursday. 1920 x 1080 ppi with a 72 pixel margin on all sides.
<a href="#">H&amp;D Screens</a>	\$110	1 Week	\$110 – 1 Week, \$200 – 2 Weeks. 2 week max. 1920 x 1080 ppi with a 72 pixel margin on all sides. An mp4 file without an audio track is acceptable if your artwork is animated.
<a href="#">Mail Services</a>	\$150	1 Run	Can only send even mail to CSU staff & faculty – not students. Latest qty: 8,050 for on-campus, 8,725 for off-campus. Mail services will address & send. Design MUST be approved by <a href="mailto:branding@colostate.edu">branding@colostate.edu</a> . Leave space for address – confirm final design with mail services before placing print order.
<a href="#">Major Scale Promotions</a> (Formerly PosterIT)	\$380	1 month	11x17 posters. <i>Pricing varies on distribution.</i> \$1.50/Poster Fort Collins (min 60, max 115) \$1.70/Poster Loveland etc. Posters can be up for a full month in advance of event. All posters must be dropped off by the end of the day on the Sunday before your desired distribution start date. Lyric drop-off.
<a href="#">Campus Photography</a>	\$113	Per hour	Request photography services 3-4 weeks in advance (more around graduation and orientation seasons). Budget for both time on site and editing time. Most jobs upwards of \$300.
<a href="#">Full page ad Collegian</a>	\$286	1 Week	9.5" x12.25". 3,000 copies distributed every Thursday.
<a href="#">Rack Poster</a>	\$240	1 month	\$240/month indoor kiosk (18"x36"), \$400/month outdoor kiosk (26"x50")
<a href="#">RMSM</a>	Varies	---	Collegian, KCSU, Stump Email, etc. Reservations can all be made at the link to the left.

## Printing

Printing	Est.	Qty	Notes
11 x 17 Posters	\$550	500	Qty: 190 for Housing Poster Run to RA's Qty: 20 for LSC Poster Run Qty: 235 for Major scale – Max in FoCo, Loveland & Greeley Qty: 55 extras for Laurel, Spruce, TILT, and campus distribution
Dining Hall Cards	\$155	490	Qty 100: Braiden Qty 100: Durrell Qty 120: Ram's Horn Qty 170: Foundry
Quad Flyers	\$130	750	1 sided, full bleed. Lower quantity if not tabling.
Postcard/Campus Mail	\$860-1,050	8,050	\$ 920 8.5 x 5.5" on 80# COATED / 10% RECYCLED \$ 880 7 x 5" on 80# COATED / 10% RECYCLED \$ 970 8.5 x 5.5" on 10pt COATED ONE SIDE / 10% recycled \$ 860 7 x 5" on 10pt COATED ONE SIDE / 10% recycled \$ 1,050 8.5 x 5.5" on 80# UNCOATED 10% RECYCLED \$ 990 7 x 5" on 80# UNCOATED 10% RECYCLED
Posters	\$20-42	1	\$20 – 18x24 \$25 – 24x36 \$36 – 36x48 \$42 – 36x56
Foam Core	\$32-45	1	\$32 – 18x24 \$45 – 24x36
Stickers	\$175	570	3" Round Stickers – High Gloss Laminate
Lawn Signs	\$160	5	Signarama 28" w x 18" h Coroplast Yard Signs with Stakes Full color print, full bleed, weatherproof

\*Before printing ANYTHING, proofs should be approved by emailing [branding@colostate.edu](mailto:branding@colostate.edu)

\*\*Majority of printing can be done through [Fastprint](#)

\*\*\*Large or complicated print orders may be placed through [Marketing & Brand Management](#) (MBM) or get a signed waiver from MBM and work directly with vendor.

### Miscellaneous Printing or Production:

Sticker Vendors: [Leapin' Lizard Labels](#) (Local) or [Sticker Mule](#) (When needing a die-cut)

Lawn signs, coroplast, banners, tents, wall graphics etc: [Signarama](#) (CSU Approved Vendor)