

## Underground Media + Design Memo

Below is some useful information for printing at the Underground Media + Design for the MSU Presidential Election.

### Poster Guidelines:

Posters printed at 11x17 should have a quarter inch bleed. Your final size for submission should be 11.25x17.25 so there is room to trim and crop for borderless posters. The additional .25 inches should not include any information as it will be cut!

The Underground will be printing 11x17 colour posters for \$0.35/each.

For orders such as rave cards, please submit them through email and they will be ready the next day.

### Steps to ensure poster pick up by 5 PM on Friday, January 17th:

To ensure that your printed campaign material is prepared for the beginning of campaigning (January 19th at 12:00 PM), please submit them to the Elections Department (DRO, Stephanie Dephore - [elections\\_dro@msu.mcmaster.ca](mailto:elections_dro@msu.mcmaster.ca)) for approval by 10pm on January 15th. If approved, the Department will forward your printing request to the Underground.

Material will not be printed unless it's approved by the Elections Department, so please ensure you have received a confirmation from the Department before printing. Failure to meet these deadlines may result in a delay of your materials being produced, meaning no guarantee in you having your materials ready for January 19th at noon (please note that the Underground is closed on Weekends).

### Steps to submit and receive your poster materials:

1. Ensure posters meet all guidelines set out by the election rules and the Underground specifications (see above).
2. Send your materials to be approved to [elections\\_dro@msu.mcmaster.ca](mailto:elections_dro@msu.mcmaster.ca), including size and quantity of your order.
3. Wait for approval from the Elections Department. When approved, the Department will email [underground@msu.mcmaster.ca](mailto:underground@msu.mcmaster.ca), cc'ing you, of the order request.
4. Send one of your three approved Underground representatives to pick up and pay for your materials before 5:00 PM on January 17th.
5. Make note of the amounts for reimbursement and your expense sheet.

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All orders should be sent by email. Only very small jobs should be completed self-serve in the Underground. In the case that a self-serve service job needs to be done, the following system should be followed:

- Any of the three members of your campaign team authorized to print at the Underground can use the self-serve stations. These are the **ONLY** individuals who should be printing campaign materials at the underground self-serve stations.
- These individuals will be required to show student ID; what/how much they are printing will be recorded.
- Candidates will still be required to save/submit all receipts and accurately record these transactions on their expense sheet. Failing to do so may result in a fine and will result in no reimbursement.

### Hours + Contact Information

Monday–Thursday: 9:00 am – 7:00 pm

Friday: 9:00 am – 5:00 pm

Saturday + Sunday: CLOSED

### General Inquiries:

P: 905.525.9140 x22027

E: [underground@msu.mcmaster.ca](mailto:underground@msu.mcmaster.ca)

### Matin Sharifi, Service Manager

P: 905.525.9140 x27557

E: [underground@msu.mcmaster.ca](mailto:underground@msu.mcmaster.ca)

Underground Media + Design is located in the basement of the McMaster University Student Centre (MUSC).

### Address:

McMaster Students Union Inc.

McMaster University

1280 Main Street West

MUSC B117

Hamilton, ON L8S 4S4