

Underground Media + Design Memo

Below is some useful information for printing at the Underground Media + Design for the SRA By-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.

Steps to ensure posters readiness:

To ensure that your printed campaign material is prepared for campaigning (January 20, 2020 at 12:00 PM), please submit them to the Elections Department (DRO, Stephanie Dephore - elections_dro@msu.mcmaster.ca) as early as possible for approval. When approved, visit the Underground to print your materials.

Materials should not be printed unless it's approved by the Elections Department. Please ensure you have received a confirmation from the Department before doing so.

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.
3. Wait for approval from the Elections Department. Please note that last minute requests for approval cannot be guaranteed. We will try our best to reply in a timely manner.
4. Once approved, visit the Underground and use the self-serve machines to print your posters. If you need help, ask the Underground Customer Service Representatives.
5. Once printed, inform the CSR that you're part of the SRA By-Election. The item, quantity and cost printed will be recorded. Payment is covered by the Elections Department.
6. You will NOT receive a receipt from the Underground. Please ensure that you are recording the expense on your own as well and not exceeding your spending limit.

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All orders should be sent by email for approval. When a self-serve service job needs to be done, the following system should be followed:

- ONLY you should be printing campaign materials at the underground self-serve stations. If you need help, ask the Underground CSR.
- You will be required to show student ID; tell the CSR what/how much you are printing. It will be recorded. You do not need to pay the Underground.
- 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

Emilia Lussow, Service Manager

P: 905.525.9140 x27557

E: underground@msu.mcmaster.ca

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

Address:

Underground Media + Design

McMaster University

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