

## Underground Media + Design Memo

Below is some useful information for printing at the Underground Media + Design for the 2020 OPIRG Referendum.

### 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!

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

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. We recommend submitting your material for approval as early as possible to ensure it is ready for the start of the campaign period.

### 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. Pick up your order.
5. Make note of the amounts for reimbursement and your expense sheet.

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

Underground 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)

Emilia Lussow, 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:

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McMaster University

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