

SENIOR PARTY POSTERS

Information Guide – Hastings High School, Class of 2020

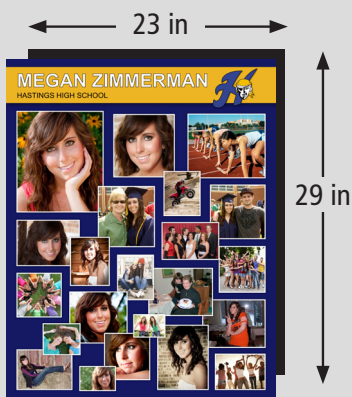


COMPLETE BY
Friday, June 5, 2020



More info on
back side.

SIZE 23 x 29 inches
(22 x 28 is okay too)



MATERIALS

For Handmade Posters
Tag Board (Lamination is optional)

For Focus in Pix or Digital Posters
Poster Print + Lamination

CHOOSE A METHOD

HANDMADE
Attach your pictures and
memorabilia to poster board



**FOCUS IN
PIX**

Use Focus in Pix **FREE**
software & templates

Provided by Cornerstone Copy Center



**YOUR DESIGN
SOFTWARE**

Provide a high resolution,
print-ready PDF

Specifications on the back of this sheet

✂ HANDMADE POSTER

***\$12** + tax
to laminate your poster at
Cornerstone (optional)

**How do I make a
handmade poster?**

1. **Get a piece of blank poster board sized at 23x29 or 22x28.**
FREE poster board available at Cornerstone Copy Center in Lakeville or purchase poster board at local craft store.
2. **Collect pictures & memorabilia.**
Use copies of original photos and keepsakes since these items cannot be removed.
3. **Use a glue stick** to adhere items to the poster board.
4. **Lamination is available** to protect poster from damage, but not required.
5. **Drop off poster** at school or Cornerstone (more info on back).

**What is the cost to
laminate a handmade
poster?***

\$12 plus tax to laminate the finished poster at Cornerstone Copy Center.

**Guidelines for
handmade posters**

- » Design your poster vertically (23" width x 29" height).
- » Have Fun! Create a theme, use school colors, quotes, song lyrics, poems, childhood memories, school memories, etc...
- » Include student's name in your design.
- » Items should not extend beyond the edge of the board.

- » If you plan to laminate your poster, use copies of pictures and memorabilia since items cannot be removed after lamination.
- » Use a glue stick to adhere items to your board. Other types of adhesive may cause a problem during heat lamination.
- » When considering lamination for your poster, limit layering of items to 1-2 layers. Also beware when using thick or 3D scrapbook items. Too many layers may cause air bubbles to show and may also cause your poster to be too thick to run through the laminator.
- » Label the back of your poster with **full student name, high school name and phone number.**



FOCUS IN PIX POSTER

\$40 + tax
Complete

What is Focus in Pix?

Focus in Pix is FREE software provided by Cornerstone Copy Center. You will find loads of pre-designed templates, including many **Hastings** designs, or you can create your own design. Easily add pictures, text, high school logos and more to your poster design. After you are finished with your design, the application will guide you in ordering, paying for and uploading your poster to Cornerstone so it can be printed.

**How much is a Focus in
Pix poster?**

\$40 + tax for printing and laminating your poster.

**How soon will my poster
be completed?**

1-2 business days. If you select **Store Pickup**, you will be called when your poster is finished. **To allow enough time for poster production, place Focus in Pix order on or before June 3, 2020.**

**What will I need to
make a Focus in Pix
poster?**

- » A Windows or Mac computer with internet connection.
- » Pictures and scans saved to your computer as digital files (jpg or png).
Cornerstone can scan your photos. Call 952-232-0050 for pricing.

**How do I make a Focus
in Pix poster?**

1. Go to www.focusinpix.com to download & install Focus in Pix (Windows or Mac).
2. Click 'Create a New Project'.
Navigate to the Graduation Poster product. If prompted, be sure to update to the latest version.
3. Drag & drop a Page Style onto page.
Use the '+' button to import picture files. Drag & drop imported pictures on to empty boxes on the page.

Tip! Need more or less picture boxes on your page? Use 'delete' key on keyboard to remove extra picture boxes from the page. Copy & paste existing picture boxes to add more pictures to page.

4. Double-click on 'Graduate Name' text box to add graduate's name to design.
5. Click on the green shopping cart to begin an order and pay for your poster online. During order checkout, select the option, **{Poster Print with Glossy Laminate}**. Please note that Hastings High School has requested that Focus in Pix posters be laminated for their protection.
6. Under Shipping Options, select from options, **{Store Pickup}**
7. After payment has been accepted, you will be prompted to upload project artwork. **This is a critical step so Cornerstone can print your poster.**



For more detailed steps using Focus in Pix, check out the Step-by-Step Guide found at www.focusinpix.com/creating-a-focus-in-pix-poster.



YOUR DESIGN SOFTWARE

to provide a high resolution, print-ready PDF

\$40 + tax

For seasoned graphic artists who want to use their own software to make a poster, please follow the below specifications.

Third party software specifications

- » **Document Setup / Page Size:**
23" (width) x 29" (height)
- » **Bleed:** 1/4 inch (.25")
- » **Resolution:** 200 - 300 DPI
(when using Photoshop or similar)

Save file as PDF

This ensures that your file will print fonts and pictures correctly. Use the following settings when saving to PDF.

- » **Press Quality** or **High Quality Print**
- » **Include Trim Marks** and **Bleed**

How do I submit my final file?

Send PDF file to: carly@cornerstonecopy.com (Carly Kirk)

In your email, specify the following details:

- » **Contact name and phone number**
- » **Print size:** 23 x 29 inches
- » **Finishing option:** Poster Print with Lamination

How much will it cost to print my poster?

If your file has been set up correctly and saved as a PDF, the cost will be **\$40 + tax** to print and laminate your poster.

How soon can I pick up my poster order?

Production time for posters is **1-2 business days**.
Cornerstone will call you when your poster is finished.

📍 DROP OFF INFORMATION & DUE DATES

All completed posters must be dropped off at HASTINGS HIGH SCHOOL.

Contact your senior party committee if you need more information about posters, due dates and drop off.

📍 **DROP OFF LOCATION:**
Hastings High School Commons

DATES & TIMES:

Thursday, June 4
6:00 PM - 9:00 PM

Friday, June 5
9:00 AM - 11:00 AM

HASTINGS HIGH SCHOOL



Senior Party Contact

- » **Pam Iverson**
iverson.pam@gmail.com
(651) 331-8406

SERVICE PROVIDERS



For questions regarding poster lamination, free poster board, photo scanning, creating handmade posters, using your own software, due dates & high school delivery, contact Cornerstone Copy Center.

Cornerstone Lakeville
Contact Linda at 952-232-0550
linda@cornerstonecopy.com
20776 Holyoke Ave.
Monday – Friday, 8:30 am to 5 pm
Closed weekends

Cornerstone, Burnsville
Customer Service: 952-891-8700
www.cornerstonecopy.com
13775 Frontier Court
Monday – Friday, 8 am to 5 pm
Closed weekends



For questions related to using Focus in Pix free software and online ordering:

Focus in Pix (Owned & operated by Cornerstone Copy Center)
Contact Teresa at 952-891-8707 (Burnsville)
Calls answered Monday-Friday, 8 am to 3 pm.

If it is between 3 pm and 5 pm, call 952-891-8700 to reach Cornerstone Copy Burnsville staff.

Email: teresa@focusinpix.com or visit www.focusinpix.com for contact form, help topics & tutorials.