

Class of 2019 Senior Party GRADUATION POSTERS

Create a poster that highlights your graduate's memories and achievements! All senior posters will be displayed at the Senior Class Party at Burnsville High School on **JUNE 7!**

GENERAL SPECIFICATIONS:

- **Poster size: 23" x 29"** (22" x 28" is okay too)
- Must be submitted on **tag board** and **laminated** for protection
- **See below** to learn about different ways to make your poster



Make a Handmade Poster

Also known as a 'scrapbook style' poster

How do I make a handmade poster?

1. **Get a piece of blank poster board sized at 23x29 or 22x28.** Pick up FREE poster board at Cornerstone Copy Center, Burnsville or Lakeville (addresses on back side). Poster board can also be purchased at your local craft store.
2. **Collect all the pictures and memorabilia items** you want to put on your poster. You will want to 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. **Laminate your poster** so it can be displayed at the senior party.
5. **Drop off poster at School or Cornerstone** (*more info on back*).

How much will it cost to make a handmade poster?

\$10 plus tax to laminate the finished poster at Cornerstone Copy Center, plus the cost to copy pictures and memorabilia. You do not need to purchase poster board. Cornerstone Copy Center provides FREE poster board to all parents & students making a handmade senior poster for the BHS senior party.

Tips & 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...
- » Items should not extend beyond the edge of the board.
- » 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.
- » 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.**

Make a Focus in Pix Poster

Using a PC or Mac computer

What is Focus in Pix?

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

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

- » A **PC** 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 952-891-8700 for pricing.

How much will it cost to make a Focus in Pix poster?

\$48 + tax for printing, mounting and laminating your poster.

After I order, how soon will my poster be completed?

- » Production time for posters is **1-2 business days**.
If you selected Store Pickup, we will call you when your poster is finished.

Burnsville HS orders must be received on or before June 4

How do I make a Focus in Pix poster?

1. Go to www.focusinpix.com to download & install Focus in Pix (PC 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.
Tips: Use 'delete' key on keyboard to remove extra picture boxes from 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 order and pay for your poster online. During order checkout, select the option, '**Mount to Tag Board with Glossy Laminate**'. (BHS has requested that all posters be mounted and laminated.)
6. Under **Shipping Options**, select from options, '**Store Pickup**' or '**Send to Senior Party: BURNSVILLE HIGH SCHOOL**'.
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.**

Tip! For more detailed steps, use our **Step-by-Step Guide** found at www.focusinpix.com/creating-a-focus-in-pix-poster

See back for due dates and contact information →

Can I use my own software to make a poster?

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

Third party software guidelines

- » **Document Setup or Page Size:** 23" x 29"
(23 inches width X 29 inches 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 **Press Quality** or **High Quality Print** setting
 - Be sure to include **trim marks and bleed**

How do I submit my final file?

- Send PDF file to: cody@cornerstonecopy.com
In your email, specify the following details:
- » **Print size:** 23 x 29 inches
- » **Finishing option:** Mount to tag board 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 **\$48 + tax** to print, mount 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 LOCATIONS AND DUE DATES

Finished posters can be dropped off at one of the following locations for senior party delivery. They will be transported to the high school senior party from these locations. Contact your school's senior party contacts if you need more information about due dates and locations.

- **Burnsville High School (Main Entrance Parking Lot)**
DROP OFF DATE: Wednesday, June 5th, 5:00 - 7:00 pm
 - Posters can NOT be dropped off at the school office.
 - Posters must be laminated prior to drop off.
- **Cornerstone Copy Center, Burnsville**
DUE ON OR BEFORE: Thursday, June 6th, Noon
 - 13775 Frontier Court, Burnsville (behind Valley Natural Foods)
 - Open Monday - Friday, 8 am - 5 pm, closed weekends

BURNSVILLE HIGH SCHOOL Senior Party Contacts

- » **Lisa Bormann**
lisabormann74@gmail.com
(612) 387-7293
- » **Roxann Stewart**
2019BHSSeniorPosters@gmail.com
(952) 898-7898

For Focus in Pix posters, please plan 1 to 2 days production time when considering the above deadlines. All attempts will be made to complete posters prior to the above deadlines. If you request the poster to be delivered to the party and it is completed **after** the above Cornerstone Copy Center deadline, you will be called for pick up.

SPONSORS AND 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, Burnsville
Contact: Kelsey at 952-891-8700
kelsey@cornerstonecopy.com
13775 Frontier Court
Open Monday – Friday, 8 am to 5 pm
Closed weekends

Cornerstone Lakeville
Contact: Linda at 952-232-0550
linda@cornerstonecopy.com
20776 Holyoke Ave.
Open Monday – Friday, 8:30 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
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 staff.

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