

# SENIOR PARTY POSTERS

Information Guide – Apple Valley High School, Class of 2020



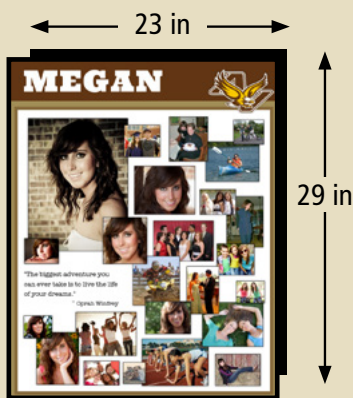
## COMPLETE BY

Thursday, June 4, 2020



More info on back side.

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



## MATERIALS

### Tag Board with Laminate

Must be submitted on tag board with laminate for protection.

## CHOOSE A METHOD

### HANDMADE

Attach your pictures and memorabilia to poster board.

Then, have your poster laminated.



### 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

### 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 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. Laminate your poster so it can be displayed at the senior party.

#### 5. Drop off poster at school or Cornerstone (more info on back).

### What is the cost to make a handmade poster?\*

**\$12 plus tax** to laminate the finished poster at Cornerstone Copy Center, plus the cost to copy pictures and memorabilia. Cornerstone Copy Center provides FREE poster board to anyone who makes a handmade senior poster for the senior party.

### 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.
- » 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.**



## FOCUS IN PIX POSTER

**\$48** + 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 **Apple Valley** designs, or you can create your own design. When you are finished, the application will guide you in ordering, paying for and uploading your poster to Cornerstone for printing.

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

**\$48 + tax** for a poster print mounted to tag board with laminate protection.

### 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 2, 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 952-891-8700 for pricing.

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

1. Go to [www.focusinpix.com](http://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.

4. Double-click on 'Graduate Name' text box to add graduate's name.
5. Click on the green shopping cart to begin an order and pay for your poster online. During order checkout, select the option, **{Mount to Tag Board with Glossy Laminate}**. AVHS requests all posters be mounted to tag board and laminated.
6. Under Shipping Options, select, **{Store Pickup}** or **{Send to Senior Party: Apple Valley 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.**

Check out our Step-by-Step Guide at [www.focusinpix.com/creating-a-focus-in-pix-poster](http://www.focusinpix.com/creating-a-focus-in-pix-poster).

## NEW! Looking for something easier? Don't want to install a separate application? DESIGN A POSTER ON CORNERSTONE COPY CENTER'S NEW WEBSITE

1) Go to [www.cornerstonecopy.com](http://www.cornerstonecopy.com). 2) From the top menu, select **Graduation Posters**. 3) Click **Browse Templates**. This option is easier to get started but offers slightly less design tools and templates. We are still in process of adding more design templates.



# YOUR DESIGN SOFTWARE to provide a high resolution, print-ready PDF

# \$48 + 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"(w) x 29"(h)

» **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: [garden@cornerstonecopy.com](mailto:garden@cornerstonecopy.com)

In your email, specify the following details:

» **Contact name and phone number**

» **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 & 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.

### 📍 Apple Valley High School

Drop off at Main Office

**DROP OFF DATE & TIME:**

**Thursday, June 4th at 12:00 pm**

- Posters must be laminated prior to drop off.

### 📍 Cornerstone Copy Center, Burnsville

**DUE ON OR BEFORE:**

**Thursday, June 4th, 4:30 p.m.**

- 13775 Frontier Court, Burnsville (behind Valley Natural Foods)

- Open Monday - Friday, 8 am - 5 pm. Closed weekends.



## APPLE VALLEY HIGH SCHOOL

Senior Party Contacts

» **Mary Berg**

[gamed1967@gmail.com](mailto:gamed1967@gmail.com)

(952) 237-2158

» **Cyndee Elumba**

[melumba@gmail.com](mailto:melumba@gmail.com)

(952) 270-2441

## 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

**Customer Service: 952-891-8700**

[www.cornerstonecopy.com](http://www.cornerstonecopy.com)

13775 Frontier Court

Monday – Friday, 8 am to 5 pm

Closed weekends

### Cornerstone Lakeville

**Contact Linda at 952-232-0550**

[linda@cornerstonecopy.com](mailto:linda@cornerstonecopy.com)

20776 Holyoke Ave.

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](mailto:teresa@focusinpix.com) or visit [www.focusinpix.com](http://www.focusinpix.com) for contact form, help topics & tutorials.