



BUFFALO STATE

PROMOTIONAL MATERIALS *for* IN-HOUSE PRINTING



Creative Services

Bulger Communication Center 104

graphics@buffalostate.edu • 878-6676

it.buffalostate.edu/creative-services



MARKETING *and*
COMMUNICATIONS OFFICE

BUFFALO STATE • The State University of New York



Quad-fold or Tri-fold Brochure with Inserts
 17.25" x 8.75" unfolded
 80# Coverstock (brochure); 24# Paper (inserts)
 Cost: \$1.00 per folder with two double-sided inserts

These brochures are designed by our graphic design team. Each will contain general information about your department and may also spotlight a student that has graduated from one of your programs. *We will need to collaborate with a designated person from your department in order to gather some of this information.*

Each insert has program information on the front and the course requirements on the back. *The half-page insert proofs will be created by using your department's website information. This information will be collected by our student staff.*

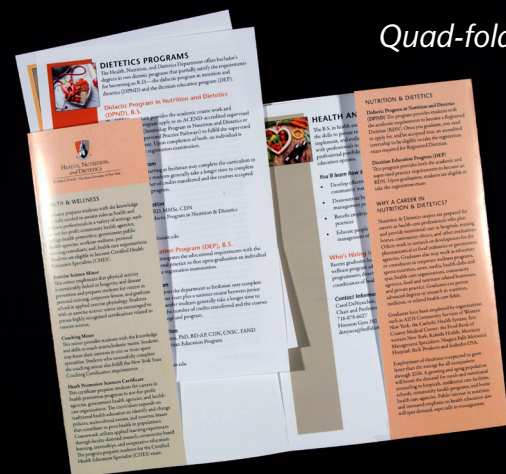
Benefits:

- No minimum printing quantity required - print as needed
- Easily updated when necessary
- Inserts created using information from department websites
- Two design options available (fold-in side tabs or tri-fold)
- Maintains design consistency with college-wide style
- Final content edit provided through Marketing and Communications

Tri-fold



Quad-fold



To request these, please contact Kaylene Waite directly: 878-6676 or waitekd@buffalostate.edu



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Fashion & Textile Technology



fashion.buffalostate.edu



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Earth Sciences



earthsciences.buffalostate.edu

additional department examples

Department Banner

24" x 60"

Polypropylene material

Cost: \$30.00

These banners can be easily created for you by our graphic design team. We can use images provided by you and can supplement with stock art images if necessary.

The travel banner stands can be borrowed from the IT Classroom Equipment Loan. These may be reserved a variety of ways:

- Stop by Bulger 205 in person
- Email irloan@buffalostate.edu
- Call 878-4535
- Online at libcal.buffalostate.edu/reserve/tech

Banner Stand

If you should wish to purchase one for your department, they can be attained through Creative Services in Bulger 104 for \$65.00.

Limited quantity on-hand, please request 2 weeks in advance.



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Business Department



business.buffalostate.edu



Request form located at: it.buffalostate.edu/banners

Tabletop Trifold

24" x 54"

Adhesive Vinyl

Cost: \$45.00

This option is for those departments that still have the tabletop trifolds that were created years ago. Bring the trifold display over and we can create a design with your updated information/images

and print these on adhesive vinyl which will be applied on top of the original design.

To request a trifold redesign, please contact Kaylene Waite directly: 878-6676 or waitekd@buffalostate.edu



Outdoor Corrugated Plastic Signage

12" x 18" and 18" x 24" (either vertical or horizontal)

comes with metal "H" stake

Cost: 12" x 18" \$8.00 for one-sided;

\$11.00 for two-sided

18" x 24" \$15.00 for one-sided

We can design these signs for you, then print and mount them onto the corrugated plastic with a laminate coating so that they are weather-proof.
Request form located at: it.buffalostate.edu/outdoor-signs



Table Runners

36" x 60" (Logo/Print area 32" x 18") Polyselect Fabric Cost: \$40.00

Instead of having your logo printed directly onto a tablecloth, we have a more economical solution - buy any color tablecloth and use a table runner to show who you are. Recurring event logos/graphics can also be printed on these runners.

Request form located at: it.buffalostate.edu/table-runner

Table Cloths

Size: 90" x 132", 100% polyester and stain & wrinkle resistant.

Orange or black tablecloths are also available for purchase, they can be attained through Creative Services in Bulger 104 for \$15.00. Limited quantity on-hand, please request 2 weeks in advance.