

Graphic Arts & Print Shop

RAPIDES PARISH SCHOOL DISTRICT

The Graphic Arts Department/Print Shop provides graphic arts resources and print services to all Rapides Parish School District schools, departments and administrative offices. It is located in the Gladys Higdon Instructional Resource Center (The Media Center).

**Open Monday - Friday from 7:30 am to 4 pm
318-442-8891**

**The Print Shop does not mark up
orders for profit.
Cost will be the same as if printed
on the school/department copier.**

Graphic Arts/Resource Room

EVENT/SPORT/CLASSROOM POSTERS AVAILABLE

Display event posters and banners for school musicals, sporting events, player recognition and fundraising activities. To use the Full Color Poster Printer, you must have a printing requisition signed by your principal or district department director.

The cost for a Full Color Poster is

\$6.00 for an 18 x 24

\$10.00 for a 24 x 36

Banners will be priced per foot.

The Graphic Arts Resource Room has 3 XL Accu-Cut Die Cut machines. A list of available die cuts is on our webpage. You must bring your own paper or purchase bulletin board paper.

There are two 25" laminators. Anyone laminating or getting bulletin board paper is to sign for the amount used in the binder in the laminating room. Sign under your school's name. Bulletin board paper cost is 10 cents per foot. The cost to laminate is 15 cents per foot.

Contacts

Keri Searcy, Media Design Specialist

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Kalyn Baden, Graphic Arts Secretary

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Nancy Bruno, Printer

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Thomas Swift, Printer

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Print Shop

The Print Shop provides quality cost-effective print, copy and bindery services to support the needs of our schools, departments, teachers, staff and student activities. We have an offset press, 2 high capacity digital black and white copy machines with booklet maker finishers, and a high capacity digital color copy machine as methods of reproduction.

The Print Shop prints handbooks, planners, manuals, programs, flyers, tickets, certificates, letterheads, envelopes, forms, carbonless forms and more. Services included are binding (comb, strip, stapling, saddle stitching), padding, hole punching, and cutting. Printing orders can be picked up or delivered by the pony.

Originals

Email a pdf version of your document along with a printing requisition to kalyn.baden@rpsb.us or keri.searcy@rpsb.us or send an original hard copy. Hard copy originals should be sent with white background. Originals submitted on colored paper do not print well.

Proof Reading

Print Shop staff are not responsible for "proofing" materials submitted for printing. Reprinting, as a result of proofing errors, is expensive and creates delays. Please proof all materials prior to submitting for production.

Billing

Charges are billed directly to the school or to special accounts through the accounting department each quarter. **Payment should be sent to the RPSB Accounting Department.**

Printing Requests

All printing requests must be submitted with a **Printing Requisition form signed by department head or principal** and camera-ready hard copy or digital original. You can get this form from your school secretary or on our RPSB online page.

Incomplete request forms or poor quality originals are subject to return, and thus delay job turnaround time.

Printing Requisition must include all of the details needed to complete the job, such as:

- Quantity
- Paper type, size and color.
- Black and white or color printing
- Single-sided or two-sided
- Binding type if needed (plastic comb, strip or staple)
- Contact information, school or district department RPMC# if available
- Pick up or ship to school on pony
- Authorizing signature

Copyright

Print Shop staff will refuse to accept a printing request if, in their judgement, fulfillment of the request would involve violation of the copyright law. Print Shop staff will print copyright material only if the requestor can provide written permission to use the copyrighted material(s).

Tips to Print Shop Success

- DO NOT STAPLE originals.
- Provide camera ready or digital original.
- **PROOF WORK!**
- Submit two, single-sided originals for two-sided requests.
- Turn in requests as soon as possible!
- Hard copy originals should be black ink on white paper for best quality.
- Originals on color paper, especially darker colors or ultra bright colors do not copy well.
- Originals with light type, lightly shaded gray areas or large solid black areas do not copy well.
- **Submit PDF files if possible.**
- Leave 1/4" margin at the top, bottom and each side.
- Number pages of multi-page documents.
- If you send a workbook, spine will be cut for easier copying.

Special Considerations

PLEASE NOTE! The last three weeks of the school year, summer and the first two months of the new school year are particularly high volume printing times. Printing requests submitted during these periods may require more lead time. Please submit order forms as soon as possible.

Please submit all graduation and baccalaureate program at least 3 working days prior to graduation in pdf format. Please proof. Programs will be printed on 8 1/2 x 11 paper only. Remember to send in a contact name and phone number.

