

# 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**

## Graphic Arts/Resource Room

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.

We have 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.

### POSTERS AVAILABLE

To use the Full Color Poster Printer, you must have a printing requisition signed by your principal or district department director. The cost for the Full Color Poster Printer is \$6.00 for an 18 x 24 poster and \$10.00 for a 24 x 36 poster.

### 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**

thomas.swift@rpsb.us

## Print Shop

**Since we're an 'in-house' shop, we don't mark up orders for profit, therefore prices will always be MUCH LOWER than anything you'll find at local print shop or copy shop! Cost will be the same as if printed on the copier at your own school.**

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 speed digital black and white copy machines with booklet maker finishers, and a digital color copy machine as methods of reproduction.

The Print Shop prints programs, flyers, posters (copy max size is 11x17), tickets, certificates, handbooks, planners, manuals, letterheads, envelopes, forms and more. Services included are binding (comb, fast back strip, stapling, saddle stitching), padding, hole punching, and cutting. Printing orders are delivered by the pony (unless other arrangements have been made).

### Originals

Originals to be printed in black ink or grayscale should be submitted in this way on white paper/background. Originals submitted on dark colored paper do not print well. You may bring a hard copy or email a pdf version to [kalyn.baden@rpsb.us](mailto:kalyn.baden@rpsb.us) or [keri.searcy@rpsb.us](mailto:keri.searcy@rpsb.us).

### 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.

## 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.

[https://www.rpsb.us/siteuploads/rapides-parish-schools/2536\\_pdf\\_1\\_printing-requisition-19--1-.pdf](https://www.rpsb.us/siteuploads/rapides-parish-schools/2536_pdf_1_printing-requisition-19--1-.pdf)

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

On Printing Requisition 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

## 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.**

## Copyright

Print Shop staff will to 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 - at least 5 days in advance!
- 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 1/2" 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. (Make sure it is not copyrighted.)

## 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 information at least 5 working days prior to graduation. Be sure to send the complete list of perspective graduates. You will be emailed a proof in pdf format for changes and approval. If your document is print ready, you may send it in 3 working days prior to the event. Programs will be printed on 8 1/2 x 11 paper only. Remember to send in a contact name and phone number.

