Clubs/organizations must submit one form per event.

CLUB/ORGANIZATION	EMAIL	NAME OF WORK	DATE NEEDED

BUTTON

BUTTON MAKING DATE: __ __ /__ __ /__ __   START TIME: END TIME:

PURPOSE OF BUTTON:

# of Buttons: _____
Size: _____

SIZE	COST
1 1/4" (1.25 in)	.10 per button
2 1/4" (2.25 in)	.15 per button
3" (3.00 in)	.20 per button

(Please view poster instructions in back.)

Total Cost (OSA Only): Buttons _____

Button Instructions

The button making machine can only be used in the Office of Student Activities (E103).
Clubs/Organizations will be charged from their budget account.

1. Create your button artwork from the following design software: Microsoft Publisher, Adobe Photoshop, or Adobe illustrator with your chosen button size.
   • If you need assistance or a template of preferred size, please email us osa@pccc.edu.
2. Once created, submit your button artwork as .jpeg or .png for approval with the Button Request Form attached via email.
3. An email will be sent if button artwork and date request is approved or not. Also in the email will include further instructions about the button making machine.