

Sun Tran provides poster space inside buses to 501(c)(3) nonprofit organizations free of charge. **Announcements must promote an event or service available to the general public.**

All posters are displayed on a space-available basis. There can be a wait of 2-4 months for installation, depending on how many posters are in stock. Please note, Sun Tran cannot guarantee poster placement on specific bus routes or for specific periods of time. Also, a maximum of two posters per calendar year can be displayed.

The requesting organization is responsible for designing, printing and delivering 250 posters according to Sun Tran's specifications. If providing posters in Spanish and English, or two different messages posted at one time, please provide 125 in each language or message. Posters are subject to approval by Sun Tran\*.

**Once approved, posters should be delivered to Sun Tran, 3920 N. Sun Tran Blvd. Posters arriving without prior approval will not be posted.**

### **Organizations wishing to participate in this program must submit three items to Sun Tran prior to printing posters:**

1. A signed letter on the organization's letterhead stating the purpose of the organization.
2. Proof of the organization's nonprofit 501(c)(3) status, such as a copy of a letter from the Internal Revenue Service granting tax-exempt status.
3. A copy of the proposed poster design. A rough layout is acceptable, provided that text and illustrations are depicted as they will appear on the printed poster.

*\* If promoting an event, approved posters must be delivered to Sun Tran a minimum of six weeks prior to the scheduled event.*

***Sun Tran reserves the right to reject posters that have not received prior approval, and do not comply with program guidelines.***

### **Please send this information to:**

*By E-mail:*

flo.wooters@tucsonaz.gov

*By Mail:*

Sun Tran  
Attention: Marketing Department Assistant  
3920 N. Sun Tran Blvd.  
Tucson, Arizona 85705

*By Fax:*

(520) 791-2285  
Attention: Marketing Department Assistant

If you do not receive a prompt reply after sending the required information, please call (520) 206-8814 to verify receipt of your request. You will be contacted within two business days with approval of your poster, or with a request to change the copy or graphics as needed.

### **Specifications**

1. Printed poster size must be 11 inches high by 17 inches wide in a horizontal format. There should be no copy or graphics within one-half inch of each poster edge.
2. Black & white posters must be printed on 110-lb. index stock, while four-color posters should be printed on 12 pt Krome Kote paper stock. Lesser weight paper quickly absorbs moisture, wrinkles and can fall out of the frame.
3. Minimum letter height should be three-quarters of an inch. Without graphics or photos, approximately nine lines of text consisting of six to eight words per line will fit on the poster.