

BUTTON MAKING SERVICE

University Box Office – Rm. 138 / Iowa Memorial Union – Hours: Mon-Sat 10am-10pm
Sun 10am-5:30pm

Cost of Buttons: \$.20/ea for UI Student Organizations
 \$.25/ea for UI Departments

- The Student Organizations and/or Departments are responsible for the printing of the button templates
 - Required size of the templates are 2 ¼” and they need to be printed on 20-24 lb. bond paper
 - The cost will include the cutting of the button templates and assembling the buttons
 - Payment for the buttons can be with a UI Requisition made payable to the Center For Student Involvement & Leadership or Cash
(payment is required when the order is placed)
-

Request for buttons to be assembled should be at least **5 days** before they are needed by the Student Organization or Department.

The maximum order that can be processed through the Box Office is **1,000** buttons.