

TABLE TENT REQUEST FORM



Name of Organization: _____

Responsible Contact: _____

Phone: _____

Fax (MUST HAVE): _____

Space Reservation Dates (3 days only):

Check Requested Locations:

- ☐ AR Union Food Court (Qty: 88)
- ☐ Brough Commons (Qty: 50)
- ☐ Maple Hill (Qty: 3)
- ☐ NW Quad (Qty: 21)
- ☐ Pomfret Dining Center (Qty: 21)

This section completed by Campus Dining Services:

Approved Dates:

Authorized By:

Table Tent Policy & Procedures

Before distribution:

1. Come by Arkansas Union Office (#634) or fax form to 575-2997 to reserve space on calendar.
2. Get artwork approved, fax to 575-2997 or drop off at the AUO (#634)

Please follow these guidelines for approval:

1. A registered student organization or campus department must sponsor tents.
2. The sponsor's name or logo must be included in the tent artwork.
3. Student groups need to leave a copy of their approved request form with an Operation Manager in order to place their materials.
4. The sponsoring organization/department is responsible for **PLACING** and **REMOVING** tents at the end of their last scheduled day.

Display Length: Three (3) consecutive days

Quantity: 1 tent on every **3rd table**

Paper: CARD STOCK

- Do not tape tents to the table.
- Campus Dining makes determination of appropriateness of tent artwork for display in dining centers.
- All locations only allow three (3) different organization's tents for display per day.