

IUPUI CAMPUS CENTER

Table Tent Postings Request

University departments and registered student organizations may use table tents to promote upcoming programs and events. This form is only a request. Confirmations will be sent via email, usually within 3 business days. Completed forms may be e-mailed to campuscntr@iupui.edu, returned to the Campus Center Administrative Office (CE 278). Space for this type of advertising is on a first come, first served basis, and is limited. The following regulations apply:

Table Tent Requirements

- The use of table tents is restricted to the tables located in the Citizens Commons and the second floor commons area. Table tents will not be placed in meeting rooms, lounges, the Game Room, or any other areas in the Campus Center.
- Table tents must be constructed of cardstock, in such a way that they will be free-standing
- The organization must provide 10, pre-assembled table tents.
- Table tents will be displayed for no longer than 10 business days.

Installation/Removal of Table Tents

- Pre-assembled table tents must be delivered to the Campus Center Administration Office (CE 278) no less than 1 business day in advance of the first scheduled display date.
- Table tents will be placed by Campus Center staff according to the requirements outlined above.
- At the end of 10 business days, Campus Center staff will remove and discard the table tents.
- Campus Center staff will remove any table tents that have been damaged (torn, soiled, etc.) or defaced.

Requestor

Name: _____ Campus ID # _____

Email: _____ Phone # _____

☐ Faculty/Staff ☐ Student Dept. /Group: _____

Event/Posting Information

Name of Event: _____

Posting Start Date: _____ Posting End Date: _____

Number of copies submitted for distribution: _____

I have read and agree to abide by the policies governing the use of the IUPUI Campus Center, as listed in the Campus Center Policy and Procedures Manual. I certify that I am a current student, faculty, or staff at IUPUI. I certify that the information I have submitted is correct. I understand that submitting this form is only a request, and space may not be available. I understand that if I do not adhere to this agreement or any part hereof, that my privilege of using this manner of display in the Campus Center can be forfeited.

Signature

Date

For office use only:

Approved: Yes No

Dates from _____ to _____

Ini. _____ Date _____

01/13