



# UNIVERSITY CENTER & STUDENT ACTIVITIES

## TABLE TENT REQUEST

### SPONSOR INFORMATION

Contact Person: \_\_\_\_\_

Are you reserving for a  University Department  Student Organization

Department./Organization Name: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date (must be a Monday) : \_\_\_\_\_ End Date (must be a Friday) : \_\_\_\_\_

**(Organizations/Departments are allowed four, one-week table-tent reservation per semester.)**

Message: \_\_\_\_\_

**Signing this form signifies I have read and understood each of the above guidelines. I also understand that if this form is not properly completed, it will not be processed.**

Signature: \_\_\_\_\_

### GUIDELINES FOR UC TABLE TENTS

1. There are 50 acrylic table tent holders in the Commons and on the second and third floor.
2. All table tent postings must be scheduled through the University Center Scheduling Office.
3. Reservations for all spaces are made on a first-come, first-served basis.
4. **YOUR RESERVATION MUST START ON A MONDAY AND END ON A FRIDAY.** Organizations/Departments are allowed four, one-week table-tent reservation per semester.
5. Table tents must be received at the UC Information Desk by the Friday before the start of the reservation before 3pm or they will be considered a no-show. If an organization has 3 reservation no-shows in a semester, their table tent privileges will be suspended for the following six academic months.
6. Table tents will be placed into the acrylic holders by the UC staff on the weekend preceding the start of the reservation.
7. The name of the department or student group sponsoring the event must be on the table tents. Sponsor name should be larger than the outside group name.
8. All advertising/promotional pieces must measure 4" wide by 6" high in order to be inserted into the plastic holder.
9. Only university departments and student groups that are recognized each Fall semester by the Office of Student Activities may reserve table tent displays.
10. University Center & Student Activities, University Services and the Campus Activities Board will have a standing reservation for three of the eight slots available.
11. The University Center is not responsible for missing or damaged fliers.