

table tent request form

Event: _____

Organization/department: _____

Requested by: _____

Email: _____

Phone: _____

Dates requested: Monday _____ - Sunday _____
month/day month/day

OFFICE USE ONLY

Received and processed by:

name/date

Due by noon on Thursday _____
month/day

Email confirmation sent _____
date

Copy made and distributed _____
date

100 prints turned in _____
date/initial

POLICY AND PROCEDURE

Reservations can be made beginning **three weeks** before the week you want them placed, and can stay out for a total of two weeks. *[For example, if Bob wants his table tents to be displayed for August 23-September 5 (two weeks) he can put in his request any time after August 2.]*

Reservations are taken on a first-come first-serve basis.

Table tents are placed on tables throughout the Nosh, and on a calendar at the Provincial House dining hall.

Only table tents reserved and approved through the Office of Student Life, 366 MSC, will be allowed to remain on the tables.

For any questions about table tents, contact the Office of Student Life at 516-5291 or studentlife@umsl.edu

If Student Life designers are creating your table tent artwork, please make sure you request them **TWO WEEKS** prior to the date you are required to turn copies in. You are responsible for printing and cutting before the due date.

Please submit 100 4"x 6" prints of the table tent design you would like placed by the specified date above. Late submissions will not be accepted.