



## Table Tent Guidelines GSU Café

There are a limited number of tables available for use for table-tent advertising in the Café. To ensure that the tents placed on tables in the café do not cause the tables to become cluttered the following guidelines will apply.

1. Requestors/sponsors must be a campus department or affiliate (i.e., Follett Bookstore, Arena Food Service) or Recognized Student Organization (RSO).
2. Complete Table Tent Request form at least 1 calendar week (7 days) prior to the desired posting date. A maximum of three table tents will be approved for posting each week. Please send completed request to: [tlathus@arenafoodservice.com](mailto:tlathus@arenafoodservice.com)
3. Tent content must promote a specific campus service, event/program or range of campus events or dates. The maximum duration for a table tent to be displayed will be seven days, Sunday-Saturday.
4. Table tents must include the name of the RSO or department, the event title and date, and at least one of the following contact details: office/business location, phone number, email address or website for further information.
5. Paper needs to be card stock or paper that is folded in such a way that the tents are able to stand on their own. The table tent may be no bigger than 5X7 on one side.
6. Once approved, a maximum of 25 table tents must be delivered to the Arena Food Service Manager in the café by 4 pm on the Friday prior to the date the table tents are to be placed on tables. Arena Food Service reserves the right to not distribute table tents that are not received by 4 pm on Friday.
7. Arena Food Service staff will remove expired table tents from the previous week and place new approved table tents on the designated tables on Saturday afternoon (if closed on Saturday this will occur on Monday morning before 10 am).