

Napkin Dispenser Insert and Table Tent Request Form

*Requests must be received no later than five (5) days prior to the display date.

Organization/Department: _____ Today's Date: _____

Contact Name: _____ Phone: (____) _____

Date to be displayed: _____ Date to be removed: _____

Please select one:

NAPKIN DISPENSER INSERTS

- Napkin dispenser inserts will be displayed on a first come, first serve basis for a maximum of 7 days and a minimum of 2 days.
- Each organization/department is responsible for submitting a maximum of FIFTY (50) inserts. Thirty-five will be displayed in the Commons, 15 in the Cove.
- Inserts must measure 6.5" wide x 4.25" tall. Inserts not matching these measurements will not be displayed.
- Up to 5 organizations/departments may reserve napkin dispenser space at a time.

TABLE TENTS

- Table tents will be displayed on a first come, first serve basis for a maximum of 7 days and a minimum of 2 days.
- Each organization/department is responsible for submitting FORTY (40) table tents. Thirty will be displayed in the Commons, 10 in the Cove.
- Table tents should be bi-fold or tri-fold. Please consult with Student Activities if you have questions.
- Only one organization/department may reserve table tent space at a time.

Special instructions: