

The following will be the procedure for reserving and placing table tents.

1. Please use the reservation/approval form to reserve space. **Three** spaces will be available on a weekly basis. The week runs from Tuesday thru Monday. The table tents will be in place for the full week, Tuesday thru Monday. The reservation form will reserve your space for that week. Submit the form to the ARAMARK marketing department at email address [broughler-jennifer@aramark.com](mailto:broughler-jennifer@aramark.com) for reservations, it will be returned to you. Keep the form for your records.
2. Table tents must be self-standing, in the form of a triangle and they need to be on card stock paper. The table tents may be no bigger than 5 x 7 on one side. See sample below.



3. **We will no longer be providing plastic table tent holders. Table tents may not be single sheets of paper that lay on the table.**
4. You will need 40 table tents for each, HUB Rock II / Crimson Cafe – 80 total. Table tents are not used in Foster & Folger Dining Halls.
5. Table tents may be used to advertise on campus events for recognized campus organizations or offices. They may not be used to advertise food other than ARAMARK food and they must be in good taste.
6. Once your dates have been reserved you must submit an actual table tent and the reservation/approval form to the ARAMARK marketing office for content approval. The form will be signed and returned to you. This must take place the week prior to placement.
7. You may then take your table tents and the approval form to both the HUB Rock II / Crimson Cafe on Tuesday mornings from 7:30am to 10:00am and place the table tents in the holders. It is your responsibility to put the table tents on the table.
8. Any table tents dropped off at any campus dining location or office will not be put on display.
9. Any unapproved table tents will be removed.
10. Any table tents not following the guidelines will be removed.

# CAMPUS DINING TABLE TENT RESERVATION/APPROVAL FORM

Campus Office or Organization \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Dates Requested (Tuesday thru Monday) \_\_\_\_\_

Date Approval \_\_\_\_\_

Date \_\_\_\_\_

Content Approval \_\_\_\_\_

Date \_\_\_\_\_

Take this form and your table tents to the HUB Rock II / Crimson Cafe between the hours of 7:30 am and 10:00 am on Tuesday to place your table tents.

Present to location manager before placing table tents.