

2017-2018 Table Tent Reservation Request Form

Northwestern Dining will be printing a 4-sided, 4" x 6" semi-glossy cardstock table tent that will be changed on a monthly basis.

Due to the cost incurred for printing, Northwestern Dining will be charging all groups and departments a flat, nominal fee as follows:

- **\$35 per 4" x 6" panel for 200 tables in residential and retail locations.**
- **\$65 per 4" x 6" panel for 400 tables in residential and retail locations.**

The cost incurred will offset typical printing and labor costs involved in resetting the table tents across campus. Space is limited and the reservations are on a first-come, first serve basis. Artwork must fit within a 4" x 6" template in portrait orientation and saved in JPG file format.

Please send this completed form along with your artwork to Josue Herrera (Josue.herrera@sodexo.com) Graphic Designer, to reserve your space. Again, space is limited and will be reserved on a first-come, first serve basis. Upon approval, a confirmation will be sent via email. Northwestern Dining is not responsible for proofing or editing of content; all submitted artwork should be finalized and checked prior to submission.

Name of Student Group or Department: _____

Date of Request: _____ **Requested Reservation Month:** _____

Select # of Table Requested:

_____ 200 Tables at \$35

_____ 400 Tables at \$65

Chart String Number: _____

Total \$ to be Charged: _____

I hereby request the above mentioned table tents to be reserved and charged via chart string upon approval. By signing this permit, the student or Northwestern employee agrees to abide by the conditions described by the Northwestern Dining Office.

Signature of Requestor

Date

Northwestern | DINING

dining.northwestern.edu