



Coffee Sleeves Request Form

Campus groups can take advantage of our coffee labeling program to advertise their special events via Jazzman's Library Tower at **no cost**. **Requests will be granted on a first come, first serve basis.**

Step 1:

- **Sign up early! Spots fill up fast as the semester progresses.**
- Fill out this form and email it, along with a proof of your coffee label to marketing@budining.com, or send by campus mail to:
Binghamton University Dining Services – Marketing
Rockefeller Center (RC) 266
**Without both of these documents, we will be unable to process your request.*

Step 2:

- *Once you receive an email confirmation from the Marketing Office, you will be responsible for picking up your case of coffee sleeves from the Dining Services Main Office (located in UU 116) prior to your confirmed date.*

Step 3:

- Boxes of sleeves provided will contain a total of 1,200 sleeves. Though you are free to label all of these, we recommend that you only label 500 sleeves, as this is what we believe Jazzman's will distribute in two days. This way, we can avoid wasting sleeves *and* save you money on labels.
- **For the labels:**
 - **Please use Avery 5163 template.**
 - **We recommend using Print Solutions to print your labels.**
 - **Labels can be affixed with a glue gun or tape if needed.**
 - **Stapled labels will not be accepted.**

Step 4:

- Once labeled, return your box of sleeves (*with both labeled and unlabeled sleeves*) directly to **Jazzman's Library Tower** anytime the week they are to be distributed. If your labels are scheduled to start on a Monday, please drop them off the week before.

We look forward to helping you promote your campus event! If you have any further questions, please email the Marketing Office at marketing@budining.com

Name of Organization/Group _____

Name of Event _____

Dates you would like to run Coffee Sleeves _____
(Coffee Labels only run for **TWO** Days, and can start any day of the week, except weekends.)

Contact Info

Name: _____ Email: _____