



# Coffee Sleeves Request Form

**For Spring 2021**, campus groups can take advantage of our coffee labeling program to advertise their special events via Einstein Bros. Bagels 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](mailto: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:

- We will provide groups with about 200 sleeves, as this is what we believe Einstein’s will distribute in two days. This way, we can avoid wasting sleeves *and* save you money on labels.
- **For the labels:**
  - **Please print your design on Avery label stickers, 5163 template.**
  - **We recommend using Print Solutions to print your labels.**
  - **Make sure to place your label onto the sleeves so that they do NOT cover the Einstein Bros. Bagels logo.**

### Step 4:

- Once labeled, return your sleeves **directly to Einstein Bros. Bagels** 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](mailto:marketing@budining.com)

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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: \_\_\_\_\_