



Table Tent Request Form

Campus groups can take advantage of our table tent program to advertise their special events throughout our Resident Dining halls 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 draft of your table tent flyer 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 a confirmation email from the Marketing Office, you will be responsible for dropping off your pre-printed table tent flyers at Rockefeller Center (RC), room 266, or the Dining Services main office (UU116) **one week prior to your confirmed start date.***
- **Table Tents MUST:**
 - **Be cut to 4x6", portrait orientation**
 - **Be printed on cardstock (not printer paper)**
 - **Be separated and rubber banded into 5 groups of 100, totaling 500 flyers**
 - **We recommend using Print Solutions to print and cut your flyers**

Please note:

- Table tents cover all 4 Resident Dining halls. *This does not include any retail dining locations, which are exempt from this program.*
- Table tents begin on Mondays and can only be guaranteed to run for *up to two weeks per organization.*
- Table tents are distributed to the dining halls the Thursday before the week they're scheduled to run. *We cannot guarantee your flyers will be displayed if they are dropped off late.*

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 Table Tents _____
(Table tents **must** start on a Monday, and may be run for up to two weeks.)

Contact Info

Name: _____ Email: _____