



# Table Tent Request Form

Campus groups can take advantage of our table tent program to advertise their special events throughout the Resident Dining centers 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](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 a confirmation email from the Marketing Office, you will be responsible for dropping off your pre-printed table tent flyers to Rockefeller Center (RC) 266 **one week prior to your confirmed start date**. If no one is in the office, please leave your flyers in the mail slot on the door.*
- **Table Tents MUST:**
  - **Be cut to 4x6", portrait orientation**
  - **Be printed on cardstock (not printer paper)**
  - **Be separated and rubber banded into 4 groups of 100, totaling 400 flyers.**
  - **We recommend using Print Solutions to print and cut your flyers.**

Please note:

- Table tents cover all 3 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](mailto:marketing@budining.com)

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Name of Organization/Group \_\_\_\_\_

Name of Event \_\_\_\_\_

Dates you would like to run Table Tents \_\_\_\_\_  
(Table tents **must** start on a Monday, for up to two weeks)

### Contact Info

Name: \_\_\_\_\_ Email: \_\_\_\_\_