

**Guidelines for Table Tents**

**IMPORTANT:** Please deliver by sending via email to [kleistyna@umass.edu](mailto:kleistyna@umass.edu) or fax copy of intended table tent to this office *\*before\** printing copies! The fax number is 545-9673.

1. Only **approved** Table Tents from university departments and recognized student organizations sponsoring a scheduled university activity will be accepted for distribution in the dining commons and campus center. **NO** commercial events or services may be advertised.
2. A draft sample of the table tent must be submitted for approval prior to printing to the **Dining Services Office Room 310 Worcester Commons**. Table tents must be neat, of standard size (4 ¼” x 5 ½” or 5 ½” x 4 ¼”) and folded. (Red or hot pink paper should *not* be used.) **The sponsoring group’s name must be clearly visible on the table tent.** For approval, somewhere on the table tent there **must** be a “Sponsored by” line. Dining Services reserves the right to recommend editing of table tents to meet University policy and department guidelines.
3. To ensure a reservation, sign up and **obtain the approval** of the table tent at least **2 weeks in advance** of the week in which you would like the table tent to appear. Reservations will not be allowed for consecutive weeks for the same event. Table tents from a maximum of 3 different groups will be allowed in each location each week. Exceptions are granted only rarely. Therefore, make your reservations as early as possible. A printing of approximately 300 table tents is suggested to cover distribution to the four dining commons and Campus Center.
4. The unit managers will be responsible for displaying the table tents. (Only authorized Dining Services employees may place table tents in dining rooms and Campus Center.) Individual units will not be responsible for assuring that table tents remain on tables for the entire week.
5. To ensure tents are placed as scheduled, please deliver the table tents to each **dining common’s manager on duty before** 11:00 A.M. on the Friday **before** your reserved week. Table tents for the Campus Center should be delivered to a **manager** following the same time frame.
6. Once approved, please deliver the following amounts of table tents to each location:
  - 60 copies for Worcester Commons
  - 60 copies for Franklin Dining Commons
  - 60 copies for Hampshire Dining Commons
  - 60 copies for Berkshire Dining Commons
  - 60 copies for the Campus Center

**Thank you!**

*UMass Dining*