

IUPUI CAMPUS CENTER

Table Tent Postings Request

This request form should be submitted prior to the anticipated advertising period. Please allow at least 3 business days for processing. Confirmations will be sent via email usually within 3 business days. The display period is generally limited to 10 days. Materials will be distributed and picked up by the Campus Center staff. The copies of the information to be advertised must be submitted with this form.

Table Tents

- The number and type of table tent holders available are 8.5 x 11 portrait orientation only.
 - **Please only print 10 table tents to be placed in table tent holders.**
- Table tent information must be approved and distributed by the Campus Center Operations staff.
- The use of table tents holders to advertise IUPUI programs and events is restricted to the tables located in the Citizen's Commons on the 1st floor and the common's area on the 2nd floor.
- Table tents will not be placed in meeting rooms, lounges, the Game Room, or any other areas in the Campus Center.
- Requests will be filled on a first come, first serve basis.
- All information requested must be provided including student or employee ID#, or the request will not be processed.
- The actual flyers to be placed in the table tent holders must be created and duplicated by the requestor.

Requestor

Name: _____ Campus ID # _____

Email: _____ Phone # _____

Faculty/Staff Student Dept. /Group: _____

Event/Posting Information

Name of Event: _____

Posting Start Date: _____ Posting End Date: _____

Number of copies submitted for distribution: _____

1st Floor _____

2nd Floor _____

Both _____

I have read and agree to abide by the policies governing the use of the IUPUI Campus Center, as listed in the Campus Center Policy and Procedures Manual. I certify that I am a current student, faculty, or staff at IUPUI. I certify that the information I have submitted is correct. I understand that submitting this form is only a request, and space may not be available. I understand that if I do not adhere to this agreement or any part hereof, that my privilege of using this manner of display in the Campus Center can be forfeited.

Signature

Date

For office use only:

Approved: Yes No

Dates from _____ to _____

Ini. _____ Date _____

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