

UNIVERSITY of
NORTHERN COLORADO



Dining Services
Table Tent / Table Setup / Easel Setup Request Form

Please specify which you are requesting. Guidelines for each are listed on the back (2nd) page.

Table Tent Table Setup Easel Setup

Event: _____

Date(s) Requested: _____

Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Please choose the location(s) and meal(s) you would like (choose all that apply):

Tobey-Kendel Dining Room Holmes Dining Hall

Breakfast Lunch Dinner

If you are requesting approval for **table tents**, please attach a sample of the table tent along with this completed form. If you are requesting a **table** or **easel setup**, please include a description of why it is being requested (purpose, what is involved):

I have read the guidelines listed on the back (2nd) page and agree to the provisions listed.

Participant Signature _____ Date _____

The Dining Services Main Office is located in Tobey-Kendel Hall, Room 120.

Call Us: 351-2652, Fax: 351-2754

Email Us: diningservices@unco.edu

Visit Us on the Web: www.unco.edu/dining

For Office Use Only: Request Approved Request Denied

Authorized By: _____ Date: _____

Notification Sent On: _____ Email Phone Fax



Dining Services
Table Tent / Table Setup / Easel Setup Request Form, page 2

General Guidelines:

Please complete the form and turn it in to the Dining Services Office by mail, fax, or in person at least 5 business days prior to the event. The representative will be notified of approval by email or over the phone. All table tents, tables, and easels must be approved by the Dining Services Office before they can be displayed in the Dining Rooms.

Table tents, tables, and easels are:

- Limited to Monday through Thursday only
- Limited to 2-4 days exposure in the dining rooms, depending on availability
- Available for on-campus organizations only

Table Tent Guidelines:

1. Table tents for programs/events must be related to student development and of an educational nature.
2. Final approval of language, photo-ready art (must be computer generated and of near professional quality), and format of the table tent will be made by Dining Services. **An example of the table tent must be faxed/sent to the Dining Services Office, along with this completed agreement.**
3. Table tents must be provided **assembled** (in a large bag with one tent attached stating approval dates) to the dining room managers by the organization. Table tents will be set out by Dining Services.
4. Approximately 50-75 table tents should be provided for each location.
5. The preferred format for table tents is tri-fold tents that are taped together at two spots. If the table tents are top-fold table tents, they must be no larger than 4"x6" and must be printed on cardstock quality paper. As top-fold table tents do not hold up as well, please note that the manager reserves the right to take down any tents that do not display well.
6. If the calendar is filling up quickly, only 2 opportunities per semester will be allowed for programs not related to Dining Services. Table tents related to Dining Services take priority over all other requests.
7. Requests for table tents can be made no sooner than 30 business days prior to the event.

Table Setup Guidelines:

1. A description of the table is required before final approval can be made by Dining Services.
2. **No sales or money donations** may be made outside the dining rooms.
3. Handouts need to be distributed to customers on the way out of the dining room.
4. Dining Services reserves the right to nullify the table setup if conditions arise that are unsafe.

Easel Setup Guidelines:

1. Easel setup must be provided by group.
2. Dining Services reserves the right to nullify the easel setup if conditions arise that are unsafe.

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