


**Minnesota State University, Mankato**  
**Department of Residential Life**

*Table Tent Guidelines*  
*Gage and Carkoski Dining Halls, Chet's Place*

**To improve the presentation of information provided to students in the dining halls during the academic year, Residential Life has 6-sided table tent displays and has adopted the following guidelines for all dining hall table tents:**

1. Table tent space availability must be approved by the Program Advisor and Summer Operations Coordinator. Email a copy of the table tent and the date you are requesting to the Program Advisor and Summer Operations Coordinator beginning no more than one month prior to the requested table tent date. Table tent requests will be approved or denied within 48 hours. Meagan Hagerty can be reached at meagan.hagerty@mnsu.edu
2. Table tent requests will be considered for Registered Student Organizations and Minnesota State Mankato Departments.
3. The table tent must be one-sided, 4" wide x 6" tall, and printed on 65# cardstock. (They will be inserted into plastic holders.) Residential Life reserves the right not to distribute table tents printed on non-cardstock paper. 
4. When approved by the Program Advisor and Summer Operations Coordinator, copies of the table tent must be turned in to the Residential Life office by Thursday at Noon before the Monday posting. The total number of table tents is as follows: Carkoski/Chet's: 130; Gage: 60. **Table tents should be labeled and counted.**
5. One table tent per organization/department may be posted at a time. Table tents may only advertise activities that occur within fourteen (14) days.
6. A maximum of 6 table tents will be approved each week. Priority consideration for space is given to Residential Life, Residence Hall Association (RHA), and University Dining Services.
7. Table tents will be posted each Monday and will be removed the following Sunday (unless Monday is a holiday, then new table tents will be posted on Tuesday).
8. Any concerns about the table tent posting guidelines can be addressed with the Program Advisor and Summer Operations Coordinator.