



Table Tent Guidelines University Dining Center

To improve the presentation of information provided to students in the dining center during the academic year, the Department of Residential Life provides table tent displays and has adopted the following guidelines for all dining center table tents:

- 1. Eligibility:** Table tent requests will only be considered for Recognized Student Organizations (RSOs) and Minnesota State University, Mankato departments. Be sure to include the name of the organization or department in your table tent design AND meet the University's graphic standards or your table tents may not be posted. <http://www.mnsu.edu/standards/>.
- 2. Reservations:** Table tent space reservations must be made through our online form (mnsu.edu/reslife/tabletents.html). The available spaces each week are reserved on a first-come, first-served basis, and demand is typically high. Table tent requests will be approved or denied within two business days of the date the form was submitted. **Do not assume you have a reservation until you have received an e-mail confirmation from Residential Life of the date(s) your table tent will be posted.**
- 3. Printing Guidelines:** The table tent must be one-sided, 4" wide x 6" tall, and printed on at least 65# matte cardstock. **Residential Life reserves the right to not distribute table tents printed on non-cardstock or with dimensions other than 4" x 6.**
- 4. Delivery:** Deliver your printed table tents (quantity of 140) to the Residential Life Office, 111 Carkoski Commons, **no later than noon the Thursday prior to your reservation. Residential Life reserves the right to not distribute table tents that are not received by the deadline.**
- 5. Other guidelines:**
 - One table tent per organization or department may be posted at a time. Table tents may only advertise activities that occur within 14 days, and may run for a maximum of two weeks.
 - A maximum of 8 table tents will be approved each week. Priority consideration for space is given to Residential Life, Residence Hall Association (RHA), University Dining Services, Admissions, ResTech Services, Student Health Services, and New Student and Family Programs.
 - Table tents will be posted by 4 p.m. Friday of each week and will be removed the following Friday afternoon (see graphic on the back for posting information). All table tents will be recycled unless you have provided different instruction.

The Life of a Table Tent

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Table tents due to Res Life by Noon!	Table tents will be displayed by 4 p.m.	
					Table tents will be recycled	