



# TABLE TENT POLICY

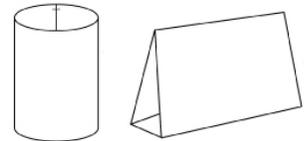
This is a University Center policy that is implemented by UC Building Operations. In order for this process to be the most beneficial to you and your organization, we request that you observe the following guidelines:

1. Only University departments and recognized student organizations\* are allowed to sign up for and reserve table tent space. Reservations are assigned on a first-come, first-served basis.
2. Send final **PDF** of your table tent to **rooms@uww.edu** before you have them printed.
3. UC Building Operations will place an “approved” graphic on your table tent, and the dates of your reservation. All tents need to be marked “approved” and dated before they are put out on any listed location, otherwise they will be discarded. It is recommended that you leave space on your design for the graphic, otherwise it might cover up some of your content.
4. Table tents run **Monday-Friday** (5 consecutive days). Weekends not included. Organizations cannot reuse table tents for another reservation. You will need to reprint table tents and get them approved again if you want them up for another reservation.
5. Only one organization/department can reserve table tent space in the University Center at the same time.
6. University departments and recognized student organizations are allowed a maximum of **3 reservations** per semester.
7. Distribution: Sponsor organizations/departments will be responsible for putting out the table tents on the Monday that their reservation begins.
8. Removal: All table tents will remain in place until the end of the day on Friday. UC Building Managers will be responsible for removing table tents at no cost to the organization/department.
9. Total count for University Center is estimated to be **127**. Any tables with UC circular stickers you can put an approved table tent on.

10. All table tents must meet the following requirements:

## UC TABLE TENT OPTIONS

- A. If the table tent cannot stand upright on its own, it will be discarded.
- B. All table tents are preferred to be copied onto **110# cardstock** to aid stability.
- C. There are four sizes to choose from (sizes below are before folding):
  - **Circular:** 9” x 5” & 8” x 5” (8x5” will fit two on 8.5x11” paper)
  - **Triangular:** 10.31” x 5.32” - each panel is 5.32” wide by 3.43” tall
  - **Triangular Small:** 10.31” x 3.64” - each panel is 3.64” wide by 3.42” tall - two fit on 8.5x11” paper
- D. Table tents must be created in one of these sizes. Any deviation will result in your table tent not being approved and/or discarded. Templates are provided on the UC website ([uww.edu/uc](http://uww.edu/uc)) with exact sizes. These can be opened in Adobe Illustrator or in Canva.



11. Any table tents promoting the use of alcohol or drugs, or using obscenity, or engaging in discrimination or harassment of any kind will not be allowed.
12. **Table tents (PDF) need to be emailed to UC Building Operations (rooms@uww.edu) for approval no later than the Wednesday before the Monday they are displayed.**