

UW-WHITEWATER TABLE TENT POLICY

This is a University Center policy that is implemented by Leadership Development.

Use of table tents in the dining facilities must be approved by Leadership Development. 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 and reserve table tent space. Dates are assigned on a first-come, first-serve basis.
2. Bring **master** copy of your table tent to Leadership Development **BEFORE YOU HAVE THEM DUPLICATED.**
3. Leadership Development will place an approval stamp on your table tent, the date your organization can put the tents up, and the date the tents will be pulled. **ALL TENTS NEED TO BE STAMPED AND DATED BEFORE THEY ARE PUT OUT AT ANY LISTED LOCATION, OTHERWISE THEY WILL BE DISCARDED.**
4. Table tents can run for a total of four days.
5. Only three organizations can run table tents per location at the same time.
6. Organizations will be responsible for putting out the table tents on the first day of their four day reservation between 10am-11am or 2pm-3pm.
7. All table tents will remain in place until the end of the fourth day. Food Service will be responsible for removing table tents in all dining facilities with no cost to the organization/department. Locations and table quantities are listed below:
 - Dining Halls
 - Drumlin (100)
 - Esker (100)
 - Prairie St. (32)
8. All table tents must meet the following requirements:
 - a) 4 1/4" x 5 1/2" horizontal measurement or 5 1/2" x 4 1/4" vertical measurement.
 - b) Printed on 110# card stock paper.
9. All table tents promoting the irresponsible use of alcohol, using profanity, or implying sexual, racial or discrimination of any kind will not be allowed.

Date Last Revised: 9/1/06

Source: Leadership Development