

Table Tents in Dining Facilities

Objective: To outline how the VCU Community can use Dining Table Tents to promote their VCU sponsored student activity or event.

Practice: Table Tents are prepared weekly for locations across the Monroe Park Campus. The VCU Community is welcome to request space on these tents as long as their promotion is for a VCU sponsored event.

Procedure:

1. Table Tents are placed in Market 810, Rodney's, Commons Café, Park Place, Bookmark Bistro, Bleecker Street Café and Cary Street Market & Deli.
2. Table Tent display for one week starting on Monday and ending on Sunday.
3. Table Tent information must support an approved Virginia Commonwealth University student activity or event.
4. All requests must be submitted for approval by 5 p.m. Tuesday two (2) weeks prior to placement on Monday in a PDF document to VCU Dining Services Marketing Department at: ARAMARKeting@vcu.edu. (i.e. for an ad to run Monday, May 4, material must be submitted by 5 p.m., Tuesday, April 21.
5. A maximum of two (2) Table Tents will be approved per week on a first come first served basis.
6. Art space for a table tent advertisement is 4" tall by 3.5" wide. Two events will be featured on one side and the other side will promote Dining Services activities.
7. Artwork can be in color. Please make sure that the font type is large enough to be easily read.
8. VCU Dining Services can not guarantee that any or all submitted material will be included on table tents.
9. Space can not be reserved without the accompanying artwork.

10. Requests must be submitted one week at a time.
11. Please provide the name of the organization, a contact name, phone number and email address for a person to contact. If possible, please list the VCU faculty/staff member sponsoring the event.
12. VCU Dining Services reserves the right to deny any submission for any reason.

Revised: 7/8/2009