

CofC Dining Services Guidelines and Procedures for Table Tents

Objective:

To have policy consistency in management of requests for table tent placement in CofC dining facilities (Liberty St. Fresh Food Co., Hungry Cougar, Einstein Bros Bagels, Stern Center Food Court, and Java City).

Goal:

Dining Services will support and approve authorized student groups and organizations in the placement of their event announcement in the form of table tents in all dining facilities.

Practices:

1. Table Tent information must be in sponsorship of an approved College of Charleston student activity or event
2. Table Tent must be submitted for approval in the form of a PDF document to CofC Dining Services Marketing Department at: shields-leslie@aramark.com
3. A maximum of (1) table tent request will be approved per week on a first come first serve basis
4. Deadline for Table Tent approval submission is Tuesday 5pm prior to placement the following Monday.
5. The table tent will remain in place for a one week period at which time it will be discarded
6. The dimensions of the table tents are 6.5" x 4.15" (landscape) and 5" x 7" (portrait). A total of 225 copies (175 landscape and 50 portrait) should be printed and delivered to Robert Scott Small, Room 115 for distribution.
7. Campus events table tents will be limited to one side of the frame. The opposite side of the table tent will feature Dining Services Updates.
8. CofC Dining Services Marketing Department gives no guarantees that any or all submitted material will be included on table tents.
9. Space will not be reserved until the information/art is submitted.
10. Multiple placements cannot be placed at one time; each week information/art must be submitted for the following week by the Tuesday 5 pm deadline.
11. Please list in your email the name of the organization, a contact name, phone number and email address for a person to contact.
12. CofC Dining Services reserves the right to deny any submission for any reason.

Please note that any abuse of these policies will result in loss of advertising privileges within the dining locations for the offending group.

Thank you,
Leslie Shields
Dining Services Marketing Manager