chartwells
where hungry minds gather

TABLE TENT REQUEST FORM

Organization: _____

Responsible contact: _____

Phone: _____

Fax (MUST HAVE): _____

Space Reservation Dates (3 days only):

_____

Check Requested Locations:

- ☐ Brough Dining Hall (Qty: 50)
- ☐ Melt Lab (Qty: 3)
- ☐ Fulbright Dining Hall (Qty: 21)
- ☐ Pomfret Dining Hall (Qty: 21)
- ☐ Au Bon Pain (Qty: 6)

* Tents are not allowed at Einstein's, Peabody, Starbucks, Quiznos, Freshens and Club Red due to space limitation / or brand guidelines.

- This section completed by campus dining -

Approved dates: _____

Authorized by: _____

How it works...

FIRST: Make table tent space reservation through the Chartwells office in Union 104, fax to 575-2997 or email Caitlin Hall at crw024@uark.edu. It is best to reserve a month in advance.

SECOND: Artwork must be approved before printing through the Chartwells office in Union 104, faxed to 575-2997 or emailed to cwr024@uark.edu.

THIRD: Print and place table tents on reserved days and follow the rules.

Requesters MUST:

- Be an RSO or campus department or affiliate
- Tent content must be for a campus event or fundraising
- The sponsor's name or logo must be displayed in the tent artwork
- The sponsoring organization/department is responsible for PLACING and REMOVING tents
- LEAVE A COPY OF THE SIGNED FORM with every location manager
- Display can be for only three (3) consecutive days
- Quantity is listed next to location name on this form. It reflects 1/3 of the table count per location. Only 1 tent may be placed on every 3rd table.
- Paper needs to be card stock or text that is folded in such a way that the tents are able to stand on their own
- Do not tape tents to the tables
- Campus dining reserves the right to remove unapproved tents
- All locations only allow three (3) different organization's tents for display per day