Table Tent Request Form
LBJ Student Center

General Information

- Table tent requests should be turned Student Involvement @ LBJSC a minimum of one week before the requested posting dates. All requests are considered on a first-come, first- serve basis. Turning in the request ahead of time is strongly recommended to ensure a table tent reservation.

- Table tents are allowed to be posted for one school week (5 consecutive days). This week spans from Friday until the next Thursday.

- There are four open spots for table tent reservations. A student organization or department may only have one table tent per week.

- A final copy of the table tent **MUST** be attached when the request is submitted.

- **Table tents will ONLY be approved if the event is held in the LBJ Student Center. Events must also be sponsored/co-sponsored by the LBJ Student Center.**

Procedures

- The requestor is responsible for printing the table tents. They are required to be a 4”x6” rectangle (portrait orientation) to fit into the plastic table tent holder. Table tents outside of the approved dimensions will **NOT** be approved.

- Templates are available for use on the solicitation website: http://www.lbjsc.txstate.edu/caso/programs/solicitation.html

- Once approved, the requesting organization/department will be notified via e-mail. The e-mail will also contain instructions as to proper distribution. It is the responsibility of the requestor to distribute the table tents.

- Thursday evenings are reserved for the distribution of table tents. As stated above, the requestor will receive instructions for this via e-mail.

- Distribution is allowed in the upper and lower portions of the Lair, as well as the tables in the Paseo. They are not allowed on the Patio. Approximately 150 table tents should be printed.

Please keep this page for reference.

Student Involvement @ LBJSC
Phone: (512) 245-3219 Fax: (512) 245-8245
Texas State University
A Member of the Texas State University System
getinvolved.lbjsc.txstate.edu/
getinvolved@ t x s t a t e . e d u

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LBJ Student Center

Organization/Department: _____

Requested dates: _____ Event: _____

**No more than 5 weekdays*

President/Designee (please print): _____ Phone: _____

Signature: _____ E-mail: _____

Attach a copy of the table tent.

Approved: _____ Date: _____

Notified: _____ Date: _____

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