Event Advertising in Campus Dining Areas

TABLE TENTS

In order to advertise events/activities sponsored by campus entities and student organizations, table tents may be used in campus dining facilities according to these guidelines:

1) All table tents must bear the PuLSE approval stamp (Atherton 101).
2) Table tents may be placed on dining tables in Atherton Market Place, Atherton C-Club, and ResCo Dining
   • For a maximum of four days,
   • No more than one tent on each table,
   • No more than three (3) unique table tents on display at any given time. (Groups may distribute 50 tents in AU Marketplace and 20 each in AU C-Club and ResCo).
3) Sponsoring organizations will place table tents and remove them. The date of the PuLSE stamp indicates the removal date. Groups that forget to remove tents will be reminded once.

NAPKIN HOLDERS

Advertising space is also available in the dining facilities through the use of napkin holder inserts on a space available basis. Groups may provide inserts for education/issue oriented material that is not time sensitive. Dining Services staff member, Wes Mattocks (wmattock@butler.edu / 940-9702), is the contact for napkin holder inserts. He will schedule and coordinate insertion and removal.

• The sponsoring group may provide 100 copies of an insert that measures 4.5 x 6.5 inches.
• Use a landscape orientation and a margin of ¼” (minimum) is advised.
• The insert should bear the PuLSE approval stamp (Atherton 101).

A group that neglects these guidelines may lose its ability to utilize table tents in the dining areas. These guidelines supersede the table tent guidelines found in the 2012-13 Student Handbook, pp. 58-59.