

Tulane

Table Tent Request Form

Lavin-Bernick Center for University Life

Day and Dates Required (maximum of 7 days)

Title of Event (for calendar)

Tulane Department, Office, or Organization (Sponsor)

Your Name (Requestor)

Phone Number

Email Address

If Student Organization, provide Adviser name and email address

PLEASE READ POLICIES AND PROCEDURES BEFORE SUBMITTING

Only an authorized member of a University Department, Office, or Organization may make a request for a table tent. The authorized member making the request shall hereafter be referred to as the 'Requestor'. The University Department, Office or Organization he/she is representing shall be hereafter referred to as the 'Sponsor'. A table tent may be reserved for **seven** days in a row (this includes Saturday and Sunday). Only one table tent slot may be reserved for a Sponsor for any given day. Table tents may only be reserved to advertise events put on by University Departments, Offices, or Organizations.

Completion of this form does not confirm that a table tent is available for use. A table tent is only confirmed when a Computer Reservation Form indicating the request as confirmed has been received by the Requestor and Adviser (if the Requestor is a student org). The Lavin-Bernick Center reserves the right to revoke the reservation at any time if the Sponsor fails to abide by the policies set forth here.

There are 80 acrylic table tent holders located in the LBC Food Court and Nalty Commons. Each holder has two slots (5" high by 4" wide/one sided) for advertisements. An organization/department may only reserve one slot per holder. Please bring 80 properly-sized table tents to LBC Suite 218, the Administrative Office of the LBC, either the day before or the day of your reservation. The Lavin-Bernick Center student employees will insert the table tents into the acrylic holders and remove them when the reservation ends.

Table tents must reflect a responsible attitude towards alcohol. Table tents which advertise events where alcohol will be served must not overtly or covertly state or imply an invitation to participate in excessive drinking. Table tents may not have any alcoholic beverages listed on them. This includes event titles that contain alcoholic beverages in them. Table tents may not have any illustrations that are identified with alcoholic consumption. Table tents must not degrade groups or individuals (including sexism). Table tents must have the Sponsor's name printed on them.