

# Table Tent Guidelines

We all have a need to share information with our students. UC Santa Cruz Dining is sensitive to the waste in creating paper copies and has developed a practical system for reserving space on our table top sign holders.

Here are some frequently asked questions about using table tents in the dining halls.



## **Can any organization, business or department advertise events or information?**

No, only authorized campus groups, departments and student organizations are given permission to place inserts in the table tents.

## **How do I apply to use this space?**

Contact our Program Coordinator Candy Berlin at 459-5630 or [cberlin@ucsc.edu](mailto:cberlin@ucsc.edu) to reserve your space. It may take 1-2 working days to respond so please schedule your insert dates accordingly.



## **Who determines the priority of placement for space?**

The acrylic table tents are the property of UC Santa Cruz Dining. The coordinator maintains a master reservation calendar. The dates are approved on a first come-first reserved basis with priority to dated dining/housing information. College programming is given the next priority.

## **Why do I have to reserve space?**

This enables us to share the space with everyone and control the practice of "covering up" another groups insert, which is frustrating to everyone! Especially to the group who took the time to reserve space, produce the insert and then find out no one had the chance to see it.



## **How long can my insert remain in the table tent?.**

Maximum is 7 days. Weeks run Sunday to Sunday.



## **What size do I need to make my insert**

4 ¼ wide by 5 ½ tall. Make sure that your information is clear and font sizes are large enough to easily read across the table. Less is more!



### How many do I need to produce?

If you have been approved for all 5 dining halls you need to make and cut 350 copies.

### Where do I send them when I have them ready?

After approval of your date, send your inserts via campus mail to mailstop: Student Services Hahn-125 or drop them off at Hahn Student Center 125, first floor by Student Housing. Plan ahead and allow 3 working days for our coordinator to get them to the dining halls.



### What if I am from the college programming office and just want to place inserts at my specific dining hall?

Please, contact the coordinator so we can make certain that the space has not been promised to another organization or department. Once approved, take them to the dining hall manager. Our coordinator will notify them of your approved reservation. The dining hall manager will have a dining room monitor place them for you. (This also serves to control outdated, old information)



### Just a few reminders:

Space is generally reserved/full three weeks out. Especially the beginning and end of each quarter.

\* Qualified group promotions or events are allowed as long as the content and graphics are not offensive, political in nature or referencing alcohol or drugs. Dining Hall managers have the right to "pull" any inserts not meeting these guidelines.