

### Table Tent Policy – Quick Reference

- Table tent reservations for dining halls are scheduled through the Office of Student Activities & Leadership
  - Reservations can be made up to four weeks in advance
- Only registered Student Organizations or University Departments can reserve table tents
- Name of requesting Student Organization or Department must be on the table tent design
- Table Tents must be approved & stamped by the Office of Student Activities & Leadership before copies are run
  - E-mail electronically to [fleddecs@muohio.edu](mailto:fleddecs@muohio.edu) or stop by 356 Shriver with hard copy
- Maximum size of table tent is 4"x6" after being folded
  - Most groups place two originals on one 8 ½ x 11 document for approval before having table tents printed onto cardstock paper
- Requesting Organization/Department is responsible for distributing table tents in the dining halls on Monday of the week the reservation begins
  - A few dining hall managers may prefer for the table tents be given to their staff for distribution
- Dining hall staff will discard table tents by Sunday of your reserved week
- During the last week of classes, table tents may be reserved for the first four weeks of following semester

**NOTE:** The Recreation Sports Center reserves table tents for tables other than those in Hydration.  
For additional information call the Recreation Sports Center at 529-6868.

Dining Hall	No. of Table Tents	Dining Hall	No. of Table Tents
Alexander Hall	52	Martin Hall	75
GrayStone	12	Scoreboard	25
Bell Tower	96	Erickson Hall	70
Scott Hall - Encore	30	Shriver	
Scott Hall - Ovations	25	Commuter Lounge	4
Shriver - Haines Food Court	130	Hamilton Hall	25
Harris Hall	78	Rec Center - Hydrations	12
King Library - King Café	25	Market St.	5

**Total Table Tents: 664**

