

# Table Tent & Java Jacket Request Form

## Contact Information

Requestor Name

Organization Name

Requestor Phone

Requestor Email

## Billing Information

Department

Fund

Contact for Charge Approval

Approval Phone

Approval Email

### Java Jackets

Subject

Dates

Location Wilkerson Express  
Stomping Grounds

- The labels for the Java Jackets can be no larger than 4" wide x 2" tall.
- The label can be any shape but must remain within the size guidelines.
- The requestor must pick up a box of java jackets from the location advertising is requested, sticker the jackets, and return the stickered jackets to the approved location.

### Cost

Java Jackets for Wilkerson Express \$5

Table Tents for Wilkerson Dining Center \$5

X Number of Weeks Requested

**Total**

### Table Tents

Subject

Dates

Location Wilkerson

- Table tent holders are 5" wide x 7" tall.
- The requestor's organization is responsible for placing the inserts into the holders.
- This can be done the morning of the first approved date; see [UND.edu/dining/hours](http://UND.edu/dining/hours) for the most up-to-date location hours. The custodial staff will remove the inserts and dispose of them on the evening of the last approved day.
- Table Tents run Monday-Sunday for \$5.

### Next Steps

- Submit completed form to [Cindy.Murphy@UND.edu](mailto:Cindy.Murphy@UND.edu).
- Upon submission of the above information, please allow 3-5 business days for approval by the Director of Dining Services.
- A reply from Dining Services Administration will follow.
- Artwork must be attached to request email.