

Table Tent & Java Jacket Request Form

Submit completed form to Bridgette.Smith@UND.edu

CONTACT INFORMATION	
Requestor Name	
Organization Name	
Requestor Phone	
Requestor Email	
BILLING INFORMATION	
Department	
Fund	
Contact for Charge Approval	
Approval Phone	
Approval Email	

As of July 1, 2016, Dining Services will be charging a \$5.00 fee per table tent request, times number of locations, (Wilkerson and Squires Food Court), times number of weeks requested, to organizations, offices, and departments promoting, advertising, and/or informing the campus community about their event or service. You are welcome to view the recent policy changes at <https://und.edu/student-life/dining/policies.html#d14e86-6>

JAVA JACKETS	
Subject	
Dates (Mon-Fri)	
Locations <input type="checkbox"/> \$5 Wilkerson Xpress 700 count <input type="checkbox"/> \$5 O'Kelly Stomping Grounds 700 count	
The Labels that accommodate the java jackets can be no larger than 4" wide x 2" tall. The label can be any shape (circle, square, and rectangle) but must remain within this size guideline. The Requester needs to pick up a box of java jackets from the location you are requesting to advertise at, during the week before your approved week.	
TABLE TENTS	
Subject	
Dates (Mon-Sun)	
Locations <input type="checkbox"/> \$5 Wilkerson 97 ct <input type="checkbox"/> \$5 Squires Food Court 82 ct	
Table tent holders at <u>Wilkerson & Squires</u> are 7" tall X 5" wide (portrait orientation). Your organization is responsible for placing the inserts into the holders. You can do this the morning of your first approved date. Wilkerson Dining Center opens at 7 am and Squires Food Court opens at 10 am. The custodial staff at the centers will remove the inserts and dispose of them on the evening of your last day.	

Java Jacket O'Kelly Stomping Grounds	\$5
Java Jacket Wilkerson XPress	\$5
Table Tent Wilkerson	\$5
Table Tent Squires Food Court	\$5
X Number of Weeks	X
Total	\$

**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.**