



# Table Tent Reservation Request Form

Northwestern Dining will be printing a 4 sided, 4 X 6 semi-glossy cardstock table tent that will be changed on a monthly basis.

Due to the cost incurred from having to send these out to print, Northwestern Dining will be charging all groups and departments a flat nominal fee as follows:

- \$30 per 4 X 6 panel for 190 tables in residential dining halls.
- \$60 per 4 X 6 panel for 380 tables in residential dining halls.
- \$15 per 4 X 6 panel for 96 tables in retail locations

The cost incurred will offset typical printing and labor costs involved in resetting the former table tents. Space is limited and the reservations are on a first-come, first-serve basis. A total of 6 spaces are available each month for table tents in residential dining halls and 2 spaces in retail locations. Artwork must fit within a 4 X 6 template in Portrait Orientation and saved in JPG file format.

Please send this completed form along with your artwork to Sara Chapperon ([sara.chapperon@sodexo.com](mailto:sara.chapperon@sodexo.com)), Director of Marketing, to reserve your space. Again, space is limited and will be reserved on a first-come, first-serve basis. Upon approval, a confirmation will be sent via email.

Name of Student Group or Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Requested Reservation Month: \_\_\_\_\_

# of Tables Requested (please check all that apply)

Residential Dining Halls  190 Tables at \$30 OR  380 Tables at \$60

Retail Locations  96 Tables at \$15

Total # of Tables Requested: \_\_\_\_\_ Total \$ To Be Charged: \_\_\_\_\_

Chart String Number: \_\_\_\_\_

*I hereby request the above mentioned table tents to be reserved and charged via chart string upon approval. By signing this permit, the student or Northwestern employee agrees to abide by the conditions described by the Northwestern Dining office.*

Signature of Requester

Date

FOR OFFICE USE ONLY

Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_