

Meeting Services



www.emory.edu/DUC

Cox Hall Foodcourt Table Tents

Your advertisement must be created utilizing the template provided. It must be 4.5" tall by 6.5" wide to fit into the napkin holders. Table tents are reserved for 7 days, beginning on a Friday. Please deliver 125 table tent inserts to the Foodcourt manager or cashier by 3 pm the Friday of your reservation. Emory Dining will place and remove your advertisements.

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____ Email _____

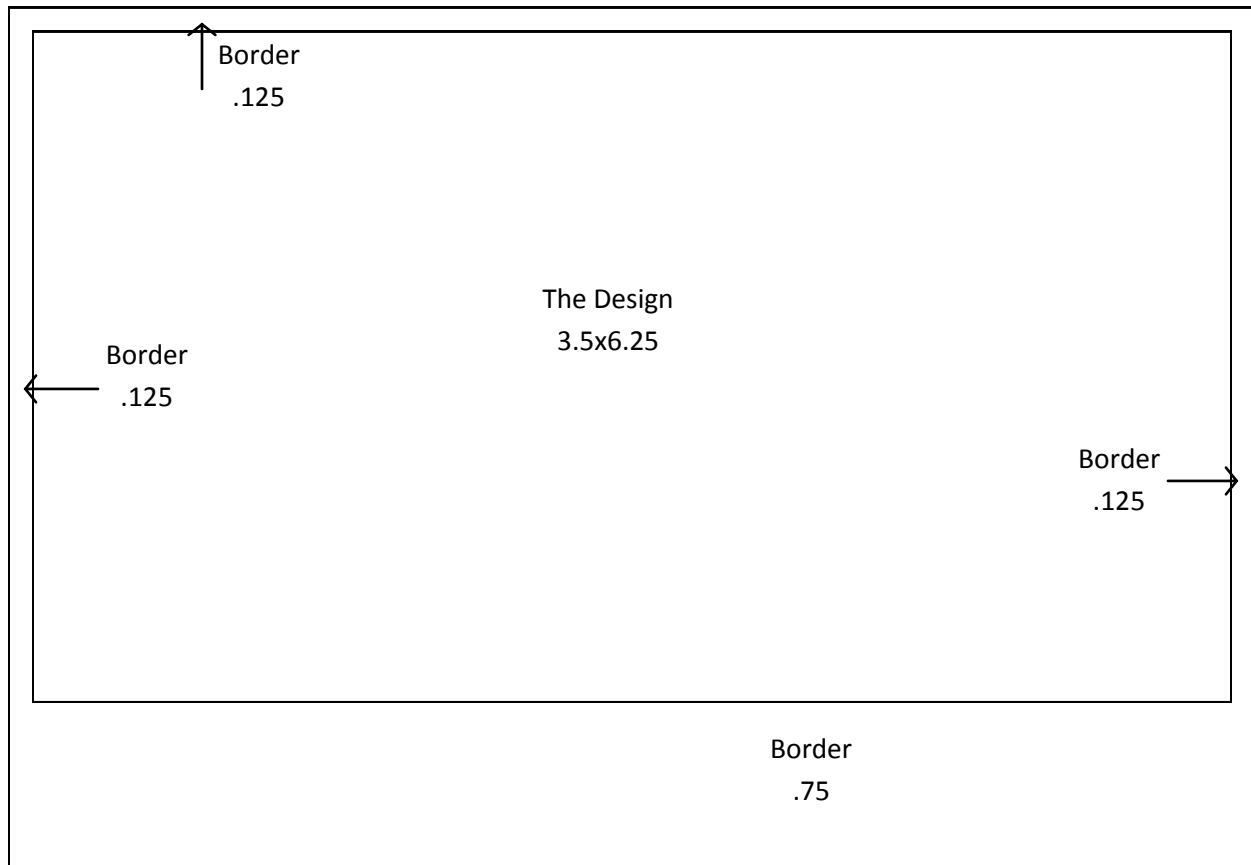
Advisor _____ Department _____ Start Date _____ (this should be a Friday)

Program to be advertised _____

Signature _____ Title _____

(Signature indicates you have read and will comply with the table tent policy)

Finished Size 4.5x6.5



Please return this form to Meeting Services
Dobbs University Center room 220E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.1706 or 404.727.0277 (FAX)