

Meeting Services



www.emory.edu/DUC

DUC Commons Table Tents

Your advertisement must be 6" tall by 4" wide. Table tents are reserved Tuesday through Thursday or Friday through Monday. Please deliver 70 table tent inserts to Meeting Services by noon the day before your reservation begins. We will place your advertisements in the table tents and will dispose of them at the end of your reservation.

Tips:

Include your organization and event names on your advertisement

Don't forget to put the date, time and location of your event

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____

Email _____

Advisor _____ Department _____

Program to be advertised _____

Circle ONE: Tuesday-Thursday

OR

Friday-Monday

Start Date _____ (should be a Tuesday or Friday)

Signature _____

Title _____

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

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)