

# Meeting Services



www.emory.edu/DUC

## DUC Dining 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 Friday. Please deliver 125 table tent inserts to the Dining manager or cashier by 3 pm the Friday of your reservation. Emory Dining will place and remove your advertisements. Tips:

Today's Date \_\_\_\_\_

Organization \_\_\_\_\_ Account Number \_\_\_\_\_

Individual in Charge \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

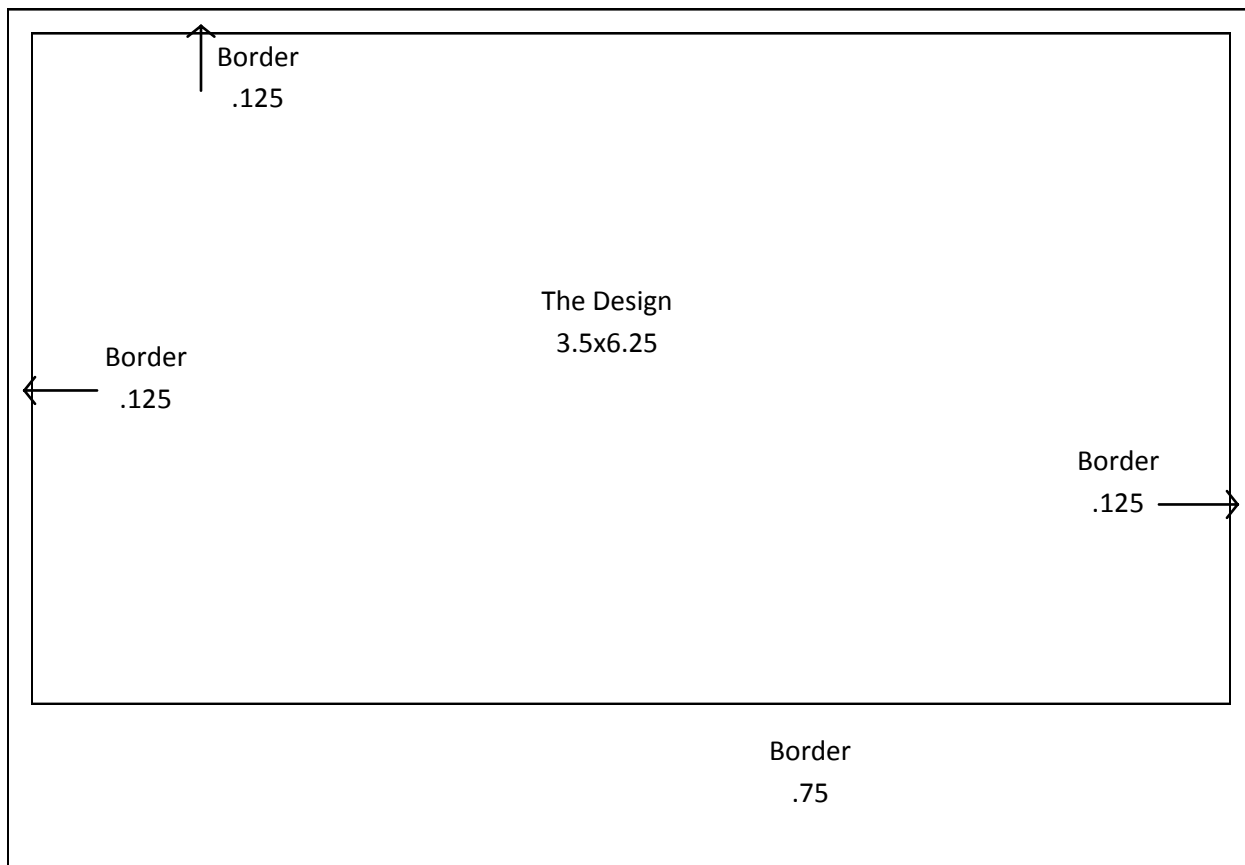
Advisor \_\_\_\_\_ Department \_\_\_\_\_ Start Date \_\_\_\_\_ (this should be a Friday)

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)