

EMORY | *Dining*

Cox Hall Food Court Table Tent Reservation Request

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 on each table, and there are 125 spaces available per reservation. Table tents are reserved for 5 days and up to 2 groups may reserve space each week. Once your reservation is confirmed by Meeting Services, please contact the Cox Hall Manager at 404.727.7366 or visit the Cox Hall Food Court and ask to speak to the manager. Deliver table tents by 3:00 pm on Friday prior to your scheduled week. Emory Dining will place your advertisements in the napkin holders and will dispose of them at the end of your reservation.

TIPS

- Include your organization and event names in your advertisement
- Don't forget the date, time, and location of your event

Today's Date: _____

Organization: _____ Acct #: _____

Requestor: _____ Email: _____

Phone #: _____ PO Box: _____

Advisor: _____ Address: _____

Program to be advertised: _____

Start Date: _____ End Date: _____

Signature: _____ Date: _____

Indicates you have read and will comply with the table tent policy

Meeting Services
Dobbs University Center
Suite 220E
Phone: 404.727.5355 or Fax: 404.727.0277

OUTLINE

the border
.125

Finish Size
4.5 x 6.5

the border
.125

the border
.125

THE DESIGN
3.5 x 6.25

the border
.75

FINIAL LOOK

