

Southern Illinois University at Carbondale
TABLE TENT SOLICITATION POLICIES

1. Display of table tents is restricted to McDonald's, Roman, Renaissance, and Big Muddy rooms.
2. McDonald's management must also approve table tents displayed in McDonald's. The sponsoring organization is responsible for getting approval with McDonald's management.
3. Only one group may display one table tent per table, per day. Organizational table tents will be posted on the daily schedule.
4. Groups may display table tents for a maximum of one, three consecutive-day period within a given week. Groups are restricted to a maximum of four permits per semester.
5. An organization must request table tent space at least two days in advance of the proposed display date.
6. Table tents shall be used for informational purposes only, and display only by Registered Student Organizations, University departments, or University constituency groups.
7. Table tents must be three-sided, four sided, circular with a flat base, or freestanding. They may stand no taller than 8 1/2" and may not exceed an unfolded size of 8 1/2" x 11".
8. Content of table tents must have prior approval from Scheduling Office staff and must always contain the sponsoring organizations name/title. Content may not offer information which is in direct competition with Student Center concession contracts, products and/or services.
9. The purpose of the table tents is to advertise campus events only. Advertisements of meetings and commercial activates are prohibited.
10. No table tents may be used for the express purpose of advertising outside agencies.
11. No hand-written table tents will be allowed
12. Violation of table tent policies may subject the sponsoring organization to suspension of table tent privileges for a period of sixteen academic weeks, not including summer semester.
13. Unresolved conflicts over content of table tent information and/or policy shall be decided by the Student Center Board and/or Director of the Student Center.