



**TABLE TOPPER REQUEST FORM**

Date Received: \_\_\_\_\_

Date put on schedule: \_\_\_\_\_

Completed by: \_\_\_\_\_

Name of group/organization/department: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone number and e-mail: \_\_\_\_\_

Type of event/promotion: \_\_\_\_\_

Dates requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Signature of person submitting the form: \_\_\_\_\_

## TABLE TOP PROMOTION GUIDELINES

- 1 - The paper size is 4 x 6 inches. Cardstock is the preferred type of paper.
- 2 - Student organizations and departments may sign-up for one promotional spot for 7 - 10 days at a time.
- 3 - Student organizations and departments are responsible for inserting their promotional material. Please check with Student Life to determine which spot to replace; then recycle the announcement that is removed.
- 4 - Groups will need to make seventy (70) copies of their promotional material to fill all the table tents. Promotional material may be on any color and any type of paper as long as it meets size requirements.
- 5 - This is the only type of table promotion available. All other materials placed on the table will be discarded accordingly.
- 6 - Space is given on a first-come, first-served basis with 2 slots permanently reserved for Student Life events.
- 7 - Space can be reserved by completing the Table Top Request Form and submitting it to the Student Life Center (Room E137).

If you have questions, please contact Penny Brickner in the Student Life Center at (920) 993-5155 or [brickner@fvtc.edu](mailto:brickner@fvtc.edu).