



Dining Services Setup Request Form

Please specify exactly what you are requesting. Guidelines for each are listed on the back (2nd) page.
O Table Tents O Table O Easel O Banner

Campus Organization \_\_\_\_\_

Event \_\_\_\_\_

Date(s) Requested = start on: \_\_\_\_\_ end on: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Please choose the location(s) and meal(s) you would like (choose all that apply):
O Holmes Dining Hall O Tobey-Kendel Dining Room
For table requests only: O Breakfast O Lunch O Dinner

If you are requesting approval for table tents or banners, you must provide a sample (BEFORE YOU HAVE THEM PRINTED) with this completed form – or your request will automatically be denied. If you are requesting a table or easel setup, please include a description of why it is being requested:

\_\_\_\_\_  
\_\_\_\_\_

I have read the guidelines listed on the back (2nd) page and agree to the provisions listed.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

The Dining Services Main Office is located in Tobey-Kendel Hall, Room 120.
Phone: 351-2652 Fax: 351-2754 Email: diningservices@unco.edu Online: www.unco.edu/dining

For Office Use Only: O Request Approved O Request Denied
Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_
Notification Sent On: \_\_\_\_\_ O Email O Phone

## General Guidelines:

- Complete the request form and return it to the Dining Services Office by mail, fax, or in person at least **5 business days** prior to the event. The group's representative will be notified of approval/denial by email within 24-48 hours.
- All table tents, tables, easels, and banners must be approved by the Dining Services Office before they can be displayed in any dining location.
- **Please remember, all materials must be in good taste to be allowed into the dining rooms.**
- These advertising options are available for on-campus organizations only.
- Requests must be made for programs/events related to student development and must be of an educational nature.
- If the calendar is filling up too quickly, only 2 opportunities per semester will be allowed for programs not related to Dining Services.
- Programs and promotions related to Dining Services take priority over all other requests.
- Dining Services reserves the right to nullify the setup request if conditions arise that are unsafe.
- Table tents, tables, and easels are limited to Monday through Thursday only. (Exceptions can be made for events occurring on Fridays, but those will require special approval.)
- Table tents, tables, and easels are limited to 2-4 times in the dining rooms, depending on availability (sorry, no recurring reservations are allowed).

## Specific Guidelines:

### 1. Table Tents

- a. The preferred format for table tents is tri-fold (tall not wide), taped together at two spots (top and bottom), and should be printed on thicker paper or cardstock. Please note that Dining Room managers reserve the right to take down any table tents that do not display well.
- b. Final approval of language, photo-ready art (must be computer generated and of near professional quality), and format of the table tent will be made by Dining Services. All table tents associated with UNC must display a proper UNC logo along with contact information. **An example of the table tent must be provided, along with this completed request form.**
- c. Table tents must be provided already **assembled** (in a large bag with one table tent attached stating approval dates) and delivered to the dining locations at least 48 hours in advance.
- d. Approximately 50-75 table tents should be provided for each location.
- e. Table tents will be set out and taken down by Dining Services staff only.

### 2. Tables

- a. A description of the purpose of the table is required before final approval can be made.
- b. **No sales or money donations** may be made inside/outside the dining rooms.
- c. Handouts need to be distributed to customers **on the way out** of the dining room only.
- d. One 6' table and two chairs will be provided. Only 2-3 representatives are allowed at the table.

### 3. Easels

- a. Easels and poster boards must be provided by group.

### 4. Banners

- a. Banners must be made of high quality vinyl and meet the following criteria:
  - i. 3' tall x 6' wide
  - ii. A total of 3 grommets must be placed on the top of the banner so it will hang properly (see sample at right) →
    1. For Holmes, the grommets must be placed as follows:  
(left outside hole to middle hole is 36", middle hole to outside hole is 35.5")
- b. Banners are displayed for no more than one calendar week.
  - i. at Holmes: above windows directly in front of Gourmet To Go
  - ii. at Tobey-Kendel: upstairs railing in front of checkstand
- c. It is the banner owners' responsibility to deliver them to the dining locations. Once the scheduled time is over, the banner will need to be removed (by the banner owner) no later than one day after the event. If the banner is left in the dining room, Dining Services will keep the banner for 7 days – then it will be discarded.
- d. Dining Services is not responsible for lost, stolen, or damaged banners.
- e. **Dining Services banners take precedence over all others.**



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