University Center Table Tent Display Program

The University Center provides table tent displays for student organization and department use within the Mary Graydon Center food venues.

Display Information

All publicized events must be an open to the entire AU community and on-campus events. All information must follow the AU General Regulations on Posting Materials. Only table tent information that is approved by the University Center can be on display during specified times.

Reservation Period

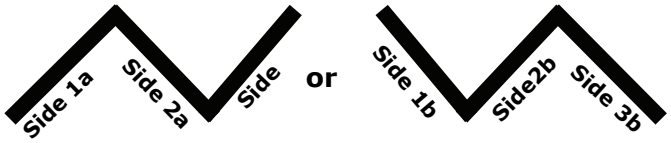
To allow three groups to advertise in a given week, 100 copies of approved submissions must be received by close of business Friday for the next week. The displays will be updated weekly on Mondays running through the following Sunday. Student organizations must have advisor approval prior to posting.

Table Tent Locations and Quantities

Location	Number
Terrace Dining Room	90
The Tavern	46
The Marketplace	14

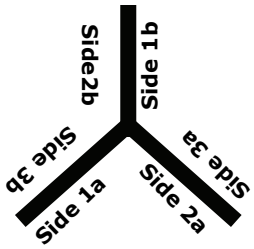
The information will be dispersed among 150 MGC tables, at the discretion of the University Center staff. The table tents are six-sided with each side measuring 4" wide x 9" tall.

The dotted lines represent the areas that will be folded to fit in each display



Each sheet will be folded in either manner by University Center staff to accommodate advertising space for all users

The finished table tent display will look like this



Each side of the table tent display is 4" wide x 9" tall, or approximately one-third of an 8.5" x 11" sheet of paper

We recommend using programs such as Publisher or iWork Pages to create table tents

Other ways to advertise in the University Center!

Electronic Displays

General Posting Boards

Banners

Tabling

Lobby Display Cases

Elevator Display Cases

Easel space

Bender Arena Electronic Sign Board

For more information, please log on to the University Center website at
http://www.american.edu/ocl/uc

Or contact us at
university_center@american.edu

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