

# Table Tent Submission Requests

The Student Union sponsors a weekly Table Tent that includes highlighted events taking place on campus during the next week. This advertisement is designed to provide another opportunity for events (typically student driven events) to be highlighted on campus. The Table Tents are located in the Dining Hall and Lancer Café. They are rotated out each Friday.

Below are guidelines for submitting and formatting your Table Tent requests.

- Information on the Table Tents
  - Table Tents are 5 inches by 7 inches
  - They are in a portrait (Vertical) orientation.
  - They are printed in black and white on color paper
- Request Type
  - Event Highlight
    - Your event will be included as one of the three (3) to five (5) events highlighted for the week of its occurrence
  - One Side “Ad”
    - Request will be on one side of the Table Tent
  - Double Sided “Ad”
    - Request will take place and be promoted on both sides of the Table Tent
- “Event Highlight” Request must include:
  - Title of Event
  - Time of Event
  - Location of Event
- Each “One Side” or “Double Sided” Request must include:
  - Artwork
    - Table Tents artwork must 5 inches by 7 inches
    - Must be in Portrait orientation
    - Must be in an Adobe PDF
    - Email Request must include if requested artwork will be in color or black/white
      - Request may also include color of paper artwork will be printed on.
  - Printing Services Account Billing Code
  - Duration of Request
    - Table Requests may be made up to 2 weeks using the same artwork.
- Request Timeline
  - All “Full Page” and “Double Sided” requests must be submitted via email to [advertise@longwood.edu](mailto:advertise@longwood.edu) by 5 pm on the Tuesday two weeks before the request is needed.
    - Requester covers cost of the printing.
  - “Event Highlight” requests must be submitted via email to [advertise@longwood.edu](mailto:advertise@longwood.edu) by 5 pm on the Tuesday of the week requested.