

3. Table Tent Posting Policy Procedures:

1. Directions for posting *Carroll University* Sponsored Events **Table Tents:**

1. Must be reserved through EMS at least 3 days prior to first day of display.
 - Campus Center TT # – Table Tent #
 - There are 8 table tent slots
2. Table Tent slots can only be reserved for a maximum of 7 days.
3. Table Tent dimensions:
 - Height 6"
 - Width 4"
 - There is a Table Tent "Guideline" on the Campus Center Department page.
4. Table Tent locations include:
 - MDR
5. Once the posting has been approved through EMS, drop off **50 copies** to the Campus Center Information Desk.
6. The Campus Center staff will be responsible for the putting out and removal off all table tents from the table tent holders. Table Tents will be displayed/removed at 2:00pm daily.