

## OIT College Union

Procedure for approval and placement of table-top ads/ tabletents throughout the CU

Passed by CU Commission February 17, 2012

All tabletents must follow the same approval process as bulletin board flyers do: be approved in advance by the CU information desk, checking for appropriateness and contact information, and stamped for approval with a “post until” date.

Due to limited space, and overall appearance, several guidelines also apply:

- Tabletents will not be approved for ASOIT clubs, or for personal or community use.
- Tabletents will be approved for Student Programs, ASOIT, Res Life, Academic departments, and other administrative departments on campus.
- Tabletents must be the stand-up, trifold type only; no single-fold or flat ads will be approved.
- The maximum number of any one type tent at one time will be 50. This is for distribution for either upstairs or downstairs or both. (total current table count is approximately 70 upstairs and 30 downstairs)
- Normally there should be only one tabletent per table. During heavy-use periods, two may be allowed.
- Tabletents for any given period will be approved on a first-come, first-served basis.
- Tabletents may be approved for a maximum of two weeks; one week is recommended.

Outside of the approval process:

- The current edition of “The Edge” newspaper may be placed flat on the CU tables only on the Friday that it is released.
- Sodexo may use its napkin-holder windows for advertising; these do not count as a tabletent. Tents on the tables other than these would need to be approved.

The CU Information Desk staff will monitor for procedures being followed.