

## Tabletent/Coffee Labeling Program Order Form

Campus groups can take advantage of our tabletent and coffee labeling programs to advertise their special events, whether it's in one community or across campus and beyond. Please review the program guidelines below-

- Participants are responsible for submitting a proof of their flyer or label to the Sodexo Campus Marketing Office at [marketing@budining.com](mailto:marketing@budining.com) and emailing the form below to reserve their date spaces two weeks prior to their event.
- Participants **must** receive a confirmation email from the Marketing Office before their event is considered confirmed in either of the programs.
- Participants are responsible for dropping off their pre-printed tabletent flyers one week prior to their event. Tabletents must be separated into groups of 100 for each dining hall. Maximum amount of Tabletents are not to exceed 500 per event.
- Participants must pick up their coffee sleeves from the Marketing Office two weeks prior to their event and return them to the Marketing Office one week prior to their event. Maximum amount of coffee labels are not to exceed 1000 per promotion and are distributed solely through the Library Tower Coffee Kiosk.
- Measurements for tabletents and labels are as follows:
  - Tabletents- 4" wide by 5" high
  - Labels-Avery 5163 template
- Please have 500 tabletents printed to cover all dining halls. This does not include the Foodcourt, Susquehanna Room and Chenango Room which are exempt from this program.
- Labels must be affixed with a glue gun, stapled or labels that are not affixed with a glue gun will not be accepted.

We look forward to helping you promote your campus event, if you have any further questions please phone the Marketing Office at 607-777-6451.

---

Name of Organization/Group\_\_\_\_\_

Name of Event\_\_\_\_\_

Date of Event\_\_\_\_\_

Contact Info: Phone\_\_\_\_\_ Email:\_\_\_\_\_

Program Interest: (please mark choice/choices with an X)

Tabletent Program\_\_\_\_\_ Coffee Labeling Program\_\_\_\_\_