

## **Table Tent Reservation Instructions**

### **Mission**

The University Centers (Price Center and Student Center) strengthens communications for the university community by broadcasting campus announcements and promoting campus activities on the Price Center Table Tents.

As the community center of the campus, the mission of the University is to provide a welcoming environment to all students, meet the daily needs of the campus community, enrich students experience of campus life, and encourage members of the campus community to gather, interact, and exchange ideas and opinions.

### **Introduction**

All fliers on the Price Center Table Tents must be in compliance with the UC San Diego University Centers mission and must follow the Price Center Table Tent policies and procedures. The Senior Marketing Assistant, the Graphics Supervisor and the Assistant Director - Marketing and Programs assume responsibility for insuring full compliance with guidelines. Thus, in responding to requests to authorize a specific announcement, the Marketing staff reserves the right to edit or delete the text, written or visual, of submitted materials.

### **Price Center Table Tent Policies and Procedures (Please read)**

The process outlined below should be followed to request authorization for all fliers.

1. Registered campus organizations and UC San Diego departments wishing to market in Price Center using the table tents must complete the Price Center Table Tent Request Form.
2. Reservations are made on a first come, first serve basis.
3. The maximum amount of table tent sides that can be reserved is 50. This number is subject to reduction depending on demand and amount of events that week.
4. Fliers are vertical and sized at 4.25 x 5.5 inches, or quarter sheets on regular printer paper.
5. Table tents have a duration of 1 week and are changed out every Monday morning at 8AM.
6. Requests and graphics must be submitted for review at least TWO weeks prior to the desired reservation date.
7. Once approved, the organization must print, slice, and deliver the fliers to University Centers Marketing and Programs office on the Thursday prior to the week that they are running. Marketing and Programs does not provide printing and cutting services. (The office is located on the third floor of Price Center West, room 3.360, next to the Warren College Room).
8. Graphics should be submitted for review as a JPEG or PDF file.

9. The Marketing staff will place the fliers in the table tents upon approval. Efforts will be made to communicate changes or text edits to the requester, when possible, given the constraints of time and resources.
10. If your submission is not approved, the Senior Marketing Assistant will notify you.
11. In the event of heavy volume and high demand, the Marketing and Programs Department reserves the right to reduce the number of table tent sides allotted.
12. Requests to use the Price Center Table Tents are not guaranteed. During periods of heavy volume, the Graphics Supervisor and Senior Marketing Assistant will prioritize requests giving University Centers, AS, and registered student organizations first priority, while adhering to the Table Tent policies and procedures for submissions.

### **Price Center Table Tent Policies and Procedures (Please read)**

Announcements may only be requested by recognized campus organizations and departments (e.g. registered students organizations, academic programs and campus departments).

All content advertised must be related to the campus and to campus activities and events.

The advertised event must be located on campus and open to all students.

Content must be informative, courteous, accurate, fair and not defamatory. University Centers reserves the right to edit announcements.

Announcements must be submitted at least two weeks prior to the scheduled reservation date, which is three weeks prior to actual event date.

Announcements **CANNOT** be related to alcohol, drugs, sex or tobacco.

Announcements **CANNOT** be personal announcements, classified ads, or non-UCSD affiliated companies (e.g., car sales, room or apartment rentals, etc.).

Announcements **CANNOT** be supporting partisan political purposes (e.g., political parties or candidates).

Announcements **CANNOT** be regular reoccurring events for student organizations (e.g., general body meetings)