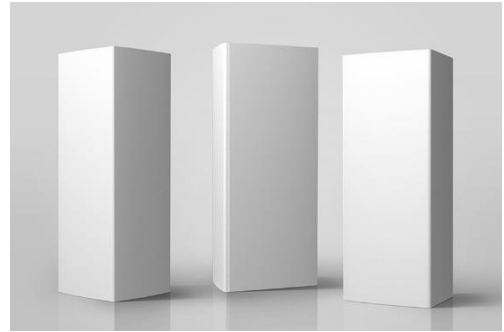
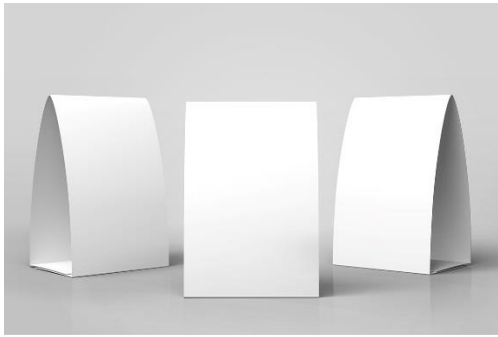


TABLE TENT REQUEST

Submit form to the Student Involvement front desk on the 4th floor of the LBJ Student Center 4-2.1 or fax it to 512-245-8245. Forms are due at least **ten (10) business days before** the requested date (weekends/university closures due to holidays excluded) and only for dates up to two consecutive weeks. All forms, policies, and procedures are subject to change and found at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.

Organization/Department: _____ **Abbreviation:** _____
Requested Dates: _____
Start and End Time: _____
Detailed description of event (e.g. awareness, informational, recruitment, special event etc.): _____

Include a copy of the promotional material. Examples of table tents:



Initial each below stating you have read and understand the following:

- _____ This is only for table tents in the LBJ Student Center 1st and 2nd floor dining tables (approximately 150 tents). This request does NOT include dining tables in George's, Au Bon Pain, or 2nd floor patio.
- _____ Must remove table tents by Friday afternoon following the end of approved posting period.
- _____ All requests are first-come, first-served.
- _____ Requester is responsible for printing, distributing, and clearing all table tents.
- _____ All policies and procedures have been read and understood.

Organization President (print): _____ Phone: _____ Date: _____

Signature: _____ TXST Email: _____

Coordinating Organization Member (print): _____ Phone: _____ Date: _____

Signature: _____ TXST Email: _____

Advisor or Department Representative (print): _____ Phone: _____ Date: _____

Signature: _____ TXST Email: _____

Student Involvement Designee Approval: _____ Date: _____

TABLE TENT REQUEST

PROCEDURES AND REGULATIONS

PROCEDURES

1. Complete this form in its entirety.
2. This form along with other necessary forms should be returned to Student Involvement @ LBJSC, front desk at the LBJ Student Center, 4-2.1, 10 Business Days (weekends and university closures due to holidays excluded) prior to the scheduled event. This includes: fundraising events, advertising and soliciting on campus, recruitment, etc. Incomplete forms will not be accepted.
3. All reservations are on a first-come, first-served basis.

REGULATIONS

1. No publicity items of any type may be taped, tacked, glued, or stapled to trees, fences, statues or to any brick, concrete or painted surface inside or outside of any university facility. Signs may not be affixed to tree trunks, fire hydrants or curbs.
2. Activities that mention lottery, raffle, door prize, or any references to a chance made on the admission ticket, stub, or any advertisement must have a sample raffle ticket submitted along with solicitation paperwork. Only charitable organizations may conduct a lottery or raffle. You can find more information at <https://www.oag.state.tx.us/consumer/raffle.shtml>. (Upps 07.04.03)
3. Any give-away items free of charge must be in good taste and must not promote the use of alcohol, tobacco, or other drugs. Whenever possible, please support Texas State with your promotional materials.
4. Use of obscene or libelous language or materials is not allowed.
5. Further explanation of policies and procedures can be found on the solicitation website at <http://getinvolved.lbjsc.txstate.edu/Policy-and-Procedures/Solicitation.html>.
6. University Policies and Procedures regarding solicitation can be found <http://www.txstate.edu/effective/upps/upps-07-04-03.html>.
7. University Policies and Procedures regarding information only flyers and/or booths can be found <http://www.txstate.edu/effective/upps/upps-07-04-02.html>.
8. University Policies and Procedures regarding the Campus Expression area can be found <http://www.txstate.edu/effective/upps/upps-07-04-05.html>.