

Bowdoin Dining Service

Policy/Procedure:

Table Tents and Posters Policy

Many groups ask to have Table Tent announcements placed on the dining hall tables. Although this can be an effective way to communicate with students, this policy is intended to prevent dining hall tables from becoming cluttered with paper and creating additional work for dining staff.

- We are happy to consider this request, but remind requesters that if they haven't already, they may wish to consider using a Digest notice with an embedded link to a poster. Directions are at the IT website at <https://www.bowdoin.edu/it/email/internal/gl.shtml>
- Requests for placing table tents on dining tables must be made with the individual manager of each dining hall via e-mail.
- The dining hall manager tracks table tent requests. No more than 2 tents will be scheduled for any given period of time.
- The group limit for table tent placement is 5 days. Table tents must list the date of placement on them. *Dining Service may remove the table tents at any time for business reasons.*
- No more than 100 table tents for Thorne and 50 table tents for Moulton Union may be placed on the tables. The person who makes the request is responsible for card placement. Dining staff will remove them at the end of the 5th day.
- The table tents must be on card stock and no larger than 5 1/4" X 4"
- Dining Service reserves the right to reject any announcements that contain offensive language or pictures that detract from the ambiance we wish to create in the dining hall.
- Generally posters are not allowed because our bulletin boards have been designated for specific dining business such as comment cards and nutrition information. Occasional exceptions may be made by the dining hall manager if the poster information is related to concerns of dining such as recycling. Posters are not allowed on walls or windows.