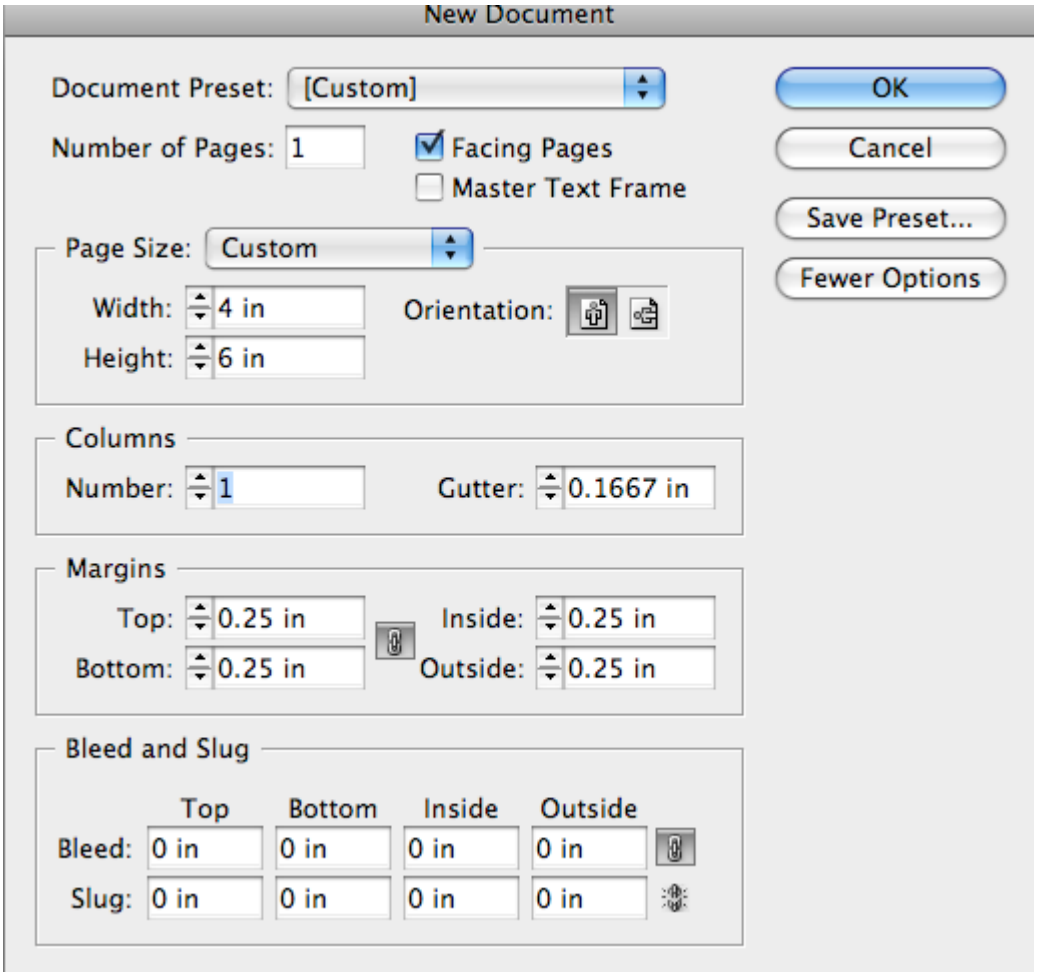
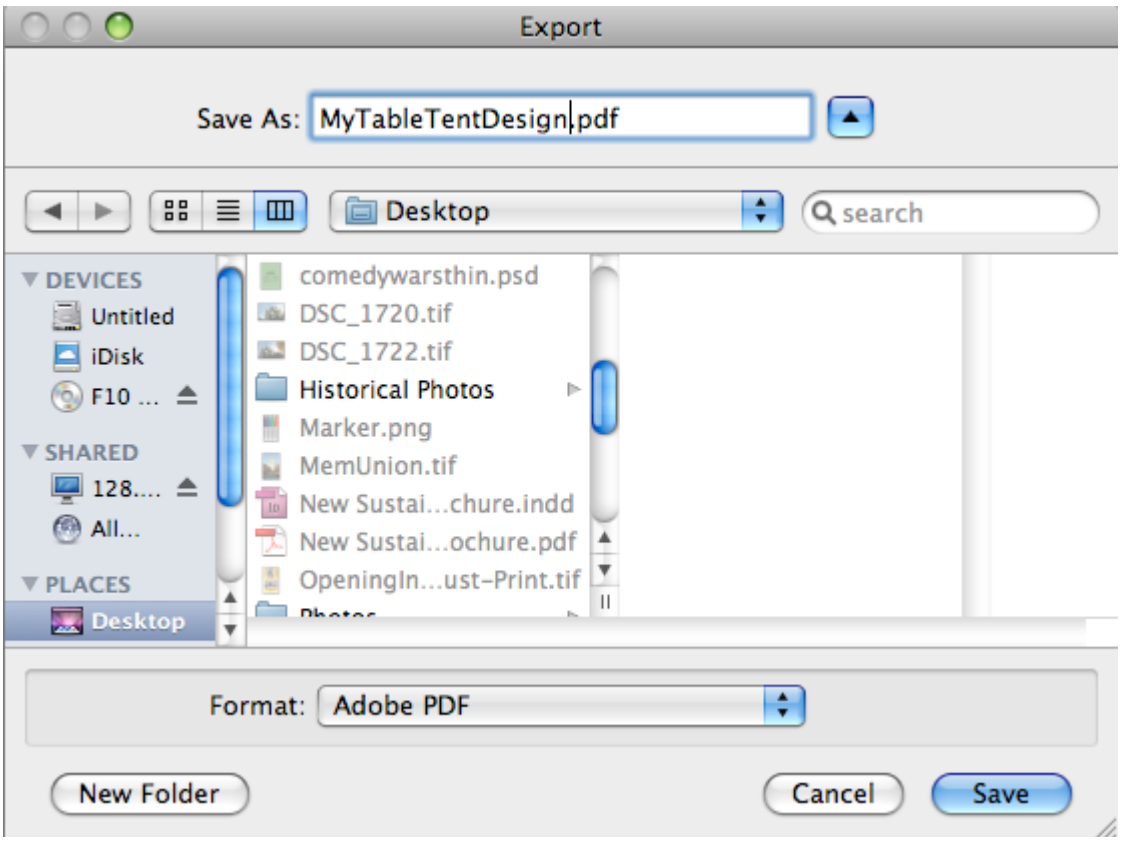
Creating & Distributing Table Tents for the Missouri Student Unions

1. **Create an In Design document** that is 4 inches by 6 inches (portrait orientation). Set margins to 0.25 inches, and bleed to 0 inches.



2. **Design your table tent ad.** Include all event details and contact information on the design. Makes sure all images are high quality and no text is smaller than 10pt.

3. **Export the file as a PDF.** File > Export
Choose the file name of your choice; make sure that the format is Adobe PDF, and then click save.



4. **Export the completed file as a PDF.** Follow the same steps to export your document as you did in step 3. Again, make sure that Adobe PDF is chosen as your format and click save.

5. **Print and cut your table tents**.

6. Submit a **maximum of 30 copies to the Student Center** Information Desk and/or **maximum of 10 copies to the Union** Information Desk.

Requirements for Approval: Event sponsor name and contact information must be posted on the table tent **(student organizations & university departments only)**. Table tents must be appropriate for display in a public environment at the discretion of the Unions staff.
The table tents will be placed and removed by a member of the Unions staff on Saturday's.
Table tents will be posted for one week. Table tents will be recycled after their use.

Note: If files are not submitted as directed we cannot guarantee that your ad will run.