

## Seminole Dining Services Napkin Insert Program Request Form

FSU Departments and Registered Student Organizations can take advantage of our Seminole Dining napkin insert program to advertise their special events at no cost. Please review the program guidelines below:

- Participants are responsible for emailing this form to [samantha.kheim@sodexo.com](mailto:samantha.kheim@sodexo.com) with a PDF proof of their napkin insert two weeks prior to their event.
- Participants must receive a confirmation email from the Seminole Dining Marketing Office before the dates are approved.
- Napkin inserts will be distributed in Resident Dining Halls (The Suwannee Room and Seminole Café) the Monday morning prior to your event. Retail locations are exempt.
- Napkin inserts can be displayed for a maximum of two weeks.
- Participants are responsible for dropping off their pre-printed napkin inserts one week prior to their confirmed start date at the Seminole Dining Marketing Office, located at 945 W. Jefferson Street.
- **Napkin inserts must:**
  - Be cut at a size of 4"W x 6"H, landscape orientation and printed on cardstock. (We recommend using The UPS Store on campus.)
  - Be separated into 5 groups of 20 and held together with a rubber band.

We look forward to helping you promote your campus event. If you have any further questions, please email the Seminole Dining Marketing Office at [samantha.kheim@sodexo.com](mailto:samantha.kheim@sodexo.com).

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

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

Dates napkin inserts will be displayed (two weeks maximum) \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_

Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_