

Napkin Dispenser Ad Space

Please fill out the online form (link below) for your organization to request dates to place ads in the napkin dispensers in Couch Restaurants and Wagner Dining. Ad space is all located on availability by request. Requests and ad proofs should be submitted by **Tuesday** the week before the ad is supposed to run, and approved inserts should be delivered to Walker Center, Room #237 West by close of business **Thursday** the week before the ad is supposed to run. We will follow up within 48 hours of a request being submitted.

Access the form here:

https://ousurvey.qualtrics.com/jfe/form/SV_d0zg8SH1q3YPcz3

Ad Details

- Ads should be 6" x 5.75" (Landscape)
- Ad should be printed on card stock or 44 lb. stock paper
- For OU departments, make sure your ad meets university requirements – <http://www.ou.edu/content/publicaffairs/mediacenter.html>
- Based on demand, the amount of slots will vary per organization. A single organization can have a maximum of 200 slots in Couch Restaurants and 50 in Wagner Dining, but this number will vary by availability. Inserts should be divided accordingly prior to delivery.
- Requests and proofs should be sent in by the Tuesday before the ad runs so we have time to approve and confirm how many spots are available.
- Ads should be printed and delivered to 1406 Asp (Walker Center) Avenue, Room #237 West by close of business Thursday the week before the ad is supposed to run.
- Ads will be changed out every Saturday.
- Be careful with fine print – it will not be very visible in the encasements.
- Ads cannot be retrieved after the reservation ends.

Thank you for submitting a request for your organization!

If you have any questions, please email hfs_marketing@ou.edu.