

Napkin Dispenser Ad Space

Please fill out the online form for your organization to request dates to place ads in the napkin dispensers in Couch Restaurants and Wagner Dining. 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 Couch Center, Room 140 West by close of business **Thursday** the week before the ad is supposed to run.

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 –

<https://www.ou.edu/brand/creative-platform/design-system>

Based on demand, the number 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.

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 1524 Asp (Couch Center) Avenue, Room 140 West by 4:00 p.m. 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 marisaboyd@ou.edu.