

# Coffee Sleeves Request Form

Updated August 2025

Campus groups can take advantage of Binghamton University Dining Services' coffee sleeve labeling program to advertise their special events via The Library Tower Cafe **or** John Arthur Café Presents: Einstein Bros. Bagels at no cost. **Requests will be granted on a first come, first serve basis.**

## Step 1:

- **Sign up early! Spots fill up fast as the semester progresses.**
- Choose your location (*coffee sleeves may only be run at one location*)
- Fill out this form and email it, along with a proof of your coffee label, to [binghamton.marketing@sodexo.com](mailto:binghamton.marketing@sodexo.com), or send by campus mail to:

Binghamton University Dining Services – Marketing  
UU116

*\*Without both of these documents, we will be unable to process your request.*

## Step 2:

- **Once you receive an email from the Marketing Office confirming your requested dates, you will be responsible for picking up your coffee sleeves from UU116 prior to your confirmed date.**

*\*This will be coordinated between the Marketing Office and your group.*

## Step 3:

- **100** sleeves will be provided for you, as this is what we believe Library Tower Cafe and Einstein's will distribute in two days.
- **For the labels:**
  - **Print your design on Avery label stickers, 5163 template** (we recommend using Print Solutions to print your labels).
  - **When sticking your labels, place your label neatly, making sure that one of the logos is visible.**

## Step 4:

- Once labeled, return your labeled sleeves directly to your selected location (**Library Tower Cafe or John Arthur Café Presents: Einstein Bros. Bagels**) at least one day before they are to be distributed. If your labels are scheduled to start on a Monday, please drop them off the week before.

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

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

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

Location you would like to run your sleeves (*MUST CHOOSE ONLY ONE*):  
**Library Tower Cafe / John Arthur Café Presents: Einstein Bros. Bagels**

Dates you would like to run Coffee Sleeves \_\_\_\_\_  
(Coffee Labels only run for **TWO** days, and can start any day of the week, except weekends.)

## Contact Information

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