



STUDENT LIFE TABLE RESERVATION FORM

INSTRUCTIONS: Complete this form to reserve a table for a proposed event that will take place on campus. After the space availability has been verified, a confirmation e-mail will be sent to you. The event cannot be advertised or announced until this confirmation e-mail has been issued. **Note:** Telephone inquiries as to availability of space will not be accepted until a completed and approved form has been received in the Office of Student Life.

REQUIRED INFORMATION

Name of Department/Organization _____ Date Submitted _____
Contact Person _____ E-mail _____
Telephone/ext. _____

EVENT INFORMATION

Building: _____ **New Building** _____ **North Hall** _____ **T-Building** _____ **Westport**
Location Requested: _____ #of Tables _____ #of Chairs _____
Title of Event: _____ Date of Event: _____
Time: Start _____ End _____
Services Needed (Check box, If necessary) Media Services _____ Facilities _____
Describe Services Needed:

NOTE: UPON COMPLETION OF YOUR EVENT, ALL SIGNAGE, BOXES, HANDOUTS, FLYERS ETC. MUST BE REMOVED FROM THE ASSIGNED SPACE. ONLY FLYERS AUTHORIZED BY THE OFFICE OF STUDENT LIFE CAN BE POSTED.

PLEASE SUBMIT THIS FORM TO THE OFFICE OF STUDENT LIFE L2.71.00NB