

- Please submit 5-7 days prior to first tabling date – submit to OSE *

STUDENT CLUB - TABLING REQUEST

Date submitted to OSE : _____

STUDENT ORGANIZATION: _____

Student Contact Name: (PRINT CLEARLY) _____

Contact Email: _____

TABLING DATE(S) _____

LOCATION: Outside Athenaeum: _____ Athenaeum Lobby: _____

Outside Mary Fisher: _____ Mary Fisher Lobby: _____
(only one space available)

START TIME: _____ a.m. p.m. Set up time: _____ a.m. p.m.

END TIME _____ a.m. p.m. Clean-up time: _____ a.m. p.m.

PURPOSE OF TABLING: _____

 NORMAL SET UP: 1 table/2 chairs – If need more, request here: _____

Items Available to SIGN OUT and BORROW from OSE:

Cash Box _____

Extension Cord(s) _____

Whiteboard _____ (with OSE staff approval)

OSE use only (rev Dec 2018): Date & Time received: _____ Date entered: _____
 Reservation # _____ Date Confirmed: _____ E'md. contact: _____ Initials: _____