

Display Table Scheduling Request

For tabling more than 2 weeks out from today's date, organization officers should visit ems.siu.edu to schedule space. This form is primarily for requests less than 2 weeks out.

Contact Information:

Student Organization: _____

Applicant Name: _____

SIUE Email: _____ Phone#: _____

Adviser Name: _____

SIUE Email: _____ Phone#: _____

Purpose of Tabling Event:

Name of Event: _____

Preferred Dates: (Please note that all tables listed should be for the same event.)

Date	Start Time	End Time	Location(s)

(check one that applies)

Bake Sale Ticket Sale/Promotion of Event Promotion of Club/Org. Other: _____

Will there be solicitation for any type of monies collected, including any donations of monetary value (e.g. charity donations, baked good sale, etc.)? Yes No
(if yes, please fill out the reverse side of this document.)

Display Table Selections

Event Services will attempt to place you in the location you indicate on this form. If requesting multiple locations, list them above as *Location and Location*. If listing multiple options but requesting only one table list them as *Location or Location*.

MUC Exterior	MUC Goshen Lounge	MUC Lower Level	Academic Buildings
-1 6x30 table -2 chairs -Bake sales allowed -Weather permitting	-1 6x30 table -2 chairs -No bake sales	-1 6x30 table -2 chairs -No bake sales	-1 6x30 table -Peck Hall, Science East, Engineering, Founders -Contact facilities for equipment - Bake sales allowed

For tabling equipment in Peck Hall, Science East, or the Engineering Building, you must contact Facilities Management at 618-650-3711 or go to siue.edu/facilities/pdf/facilities_req2.pdf

****Display tables are limited to one per location per day for a maximum of 3 consecutive days.**

I have read and agree to all University, Morris University Center, and Event Services Policies.

Applicant Signature: _____ Date: _____

For use by Event Services Staff only:

Date received: _____ By: _____ Scheduled Res. # _____ Not Scheduled Confirmation Sent