Individual students and student organizations are required to register all on-campus tabling requests. These requests must be registered no later than 10 working days before the tabling is scheduled to occur. The location and equipment needed should be reserved at least two weeks in advance. If the tabling is being organized by multiple organizations each group must be disclosed. For additional guidelines and policies, please visit Meeting & Conference Services online at meetings.okstate.edu. This request is on hold until you receive an email confirmation.

Organization Name: __________________________________________________________________________

Title of Tabling: __________________________________________________________________________

Date(s) of Tabling: _________________________________________________________________________

Start Time: _______________ End Time: _______________

Are you seeking sponsorships or inviting external groups/vendors to participate?  Yes____ No____

Are you serving or selling food, beverages, or candy at your table?  Yes____ No____

Provide a description of what activities you’re planning at your table:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please refer to the Student Union Solicitation Policy and Procedure online at meetings.okstate.edu for usage guidelines.

Tabling Activities: (please check all that apply)

__ Awareness / Flier Distribution  __ Food & Beverage  __ Tent (OKIE Check req.)
__ Bake Sale  __ Fundraiser / Philanthropy  __ Ticket Sales
__ Blood Drive Promotion  __ Music (70 decibel limit)  __ Other: __________________________
__ Display / Exhibit  __ Promotional Items / Giveaways

Location Preference: (1 spot per group per day – each reservation includes 1 6-foot table and 2 chairs)

Tabling Inside Student Union:  __ Blue Key Lounge (2nd Floor Student Union)
__ PLC Area (2nd Floor Student Union)  __ Student Union Basement

Tabling Outdoors:  __ Chi-O Clock*
__ Classroom Building*  __ Greek Walk*
__ North Library Lawn Sidewalk*
__ Middle Library Lawn Sidewalk*
__ South Library Lawn Sidewalk*
__ West Classroom Building Plaza*

*For Outdoor Tabling Requests: On-campus groups are responsible for checking out their table and chairs on the day of your reservation. Please visit the Information Desk (located across from the University Store in the Student Union) to check-in and provide a photo I.D. The coordinator is responsible for making sure the equipment is returned or additional charges may apply.

Organization Contact Information

Coordinator: ___________________________________________________________________________ E-mail: ___________________________ Phone: ______________

2nd Contact: ___________________________________________________________________________ E-mail: ___________________________ Phone: _____________

I understand and agree to the stated terms outlined in the Oklahoma State University Solicitation Policies and Procedures. By signing below, I agree to be present or available throughout the event as the sponsoring organization’s representative. All requests are contingent upon availability and approval. If all details are not completed on this form, it’s not approved and could cause your request to be cancelled.

Signature of Coordinator: __________________________________________ Date: ________________

For Internal Use Only

Facility Approval: __________________________________________________________________ Date: __________________

Security Approval (if required): __________________________________________________________________ Date: __________________