

MCS USE ONLY

Hold: _____

Update: _____

Confirm: _____

Tabling Request Form

Meeting & Conference Services | 179 Student Union

ph: 405.744.5232 | email: meetings@okstate.edu

web: meetings.okstate.edu



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: _____

Billing Address: _____

Title of Tabling: _____

Date(s) of Tabling: _____

Start Time: _____ **End Time:** _____

Tabling Description: _____

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):

- | | | |
|--|---|---|
| <input type="checkbox"/> Awareness/ Flier Distribution | <input type="checkbox"/> Food & Beverage (Food waiver req.) | <input type="checkbox"/> Tent (Okie Check req.) |
| <input type="checkbox"/> Bake Sale | <input type="checkbox"/> Fundraiser/ Philanthropy | <input type="checkbox"/> Ticket Sales |
| <input type="checkbox"/> Blood Drive Promotion | <input type="checkbox"/> Music (70 decibel limit) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Booth/ Signage | <input type="checkbox"/> Promotional Giveaways | |

Location(s) Preference:

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 *

- International Mall *
- North Library Lawn Sidewalk *
- Middle Library Lawn Sidewalk *
- South Library Lawn Sidewalk *
- West Classroom Building Plaza *

**For Outdoor Tabling Requests: On the day of your event, please visit the Information Desk (located across from the University Store in the Student Union) to check out your table and chairs. Each request receives 1 table and 2 chairs.*

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: _____