

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



MEETING &
CONFERENCE
SERVICES

Individual students and student organizations are required to register all on-campus tabling requests. Confirmation of the reservation and/or issuance of a confirmation/permit may take up to ten (10) business days prior to the requested event or posting date. 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)

<input type="checkbox"/> Awareness / Flier Distribution	<input type="checkbox"/> Food & Beverage	<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"/> Display / Exhibit	<input type="checkbox"/> 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*
- North West 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-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: _____

