

**MCS USE ONLY**

Hold: \_\_\_\_\_

Update: \_\_\_\_\_

Confirm: \_\_\_\_\_

# Tabling Request Form

Meeting &amp; Conference Services | 179 Student Union

ph: 405.744.5232 | email: [meetings@okstate.edu](mailto:meetings@okstate.edu)web: [meetings.okstate.edu](http://meetings.okstate.edu)

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](http://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](http://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 (2<sup>nd</sup> Floor Student Union)☐ PLC Area (2<sup>nd</sup> 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: \_\_\_\_\_

2<sup>nd</sup> 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: \_\_\_\_\_

