

TABLE RESERVATION & BANNER REQUEST AGREEMENT

Please Print – Only One Reservation/Request Per Form

Organization/Group/Department

Advisor/Faculty/Staff Name

Name of Requestor

Phone/Ext.

Box #

E-mail

Event to be Promoted

Signature of Advisor/Faculty/Staff

Table and Banner requests must be made a minimum of 48 hours prior to the initial setup time.

TABLE RESERVATION INFORMATION: Number of Tables Requested: ____

AM PM

AM PM

Date Table(s) to be Delivered (mm/dd/yy)

Requested Delivery Time

Actual Start Time of Display

AM PM

Date Table(s) to be Picked Up (mm/dd/yy)

Requested Pickup Time

Setup Location

Electricity Needed? Yes No

Please list all of the materials that will be set up, displayed, handed out, etc.

BANNER REQUEST INFORMATION: When banner is removed, please discard it keep it

- *Banner must be dropped off in the Environmental Services Office by the morning of the display date.*
- *After removal, banner must be picked up in the Environmental Services Office by 4:30 pm (if removed in the morning) or by the next business day (if removed in the afternoon). Any unclaimed banners will be discarded.*

AM PM

Date Banner to be Displayed (mm/dd/yy)

Requested Display Time (during normal operating hours)

AM PM

Date Banner to be Removed (mm/dd/yy)

Requested Removal Time (during normal operating hours)

Banner Display Location

Please state the exact information that will be printed on the banner.

For Office Use Only: Placed on Chart _____ Date Confirmed _____