

CAMPUS CENTER
ADVISOR WORKSHOP SERIES

"Fun"d Raising
Request for Table Set-up in Terrace Lounge

Date Submitted: _____ Group: _____

Purpose of Event: _____ Contact Person: _____
Ex: Information – Club Fundraising – Vendor

Phone No.: _____ E-Mail Address: _____

Campus Center Advisor Approval: _____ Date Finalized By: _____

DATE(S)	DAY(S)	ACTUAL TIME	
		START	END
	MONDAY		
	TUESDAY		
	WEDNESDAY		
	THURSDAY		
	FRIDAY		

Number of chairs needed _____. Limit of one (1) table per group due to space constraints.

- Students **MUST** meet with the Campus Center A before reserving table.
- Students need to reserve the table at least **one (1) week** in advance.
- If the Group needs any technical equipment such as a microphone or TV/VCR, they need to reserve this by filling out a Conference and Events form at least **two (2) weeks** before their event.
- Times for tables will be from 9am to 2pm.
- Ops staff will put up all the chairs in the correct spots before the event(s) starts. At 2:30pm the Ops staff will remove all the chairs for the day.

- Groups requesting a table are responsible for checking in with the Operations Office Aide before they go upstairs. This encourages accountability. The students will also be responsible for making sure that they leave the area clean.
- Any group that fails to staff a reserved table may lose their privileges.

Student Representative Signature

Date

Information Table _____ Fundraising _____ Vendor _____