

CAMPUS CENTER

ADVISOR WORKSHOP SERIES

"Fun"d Raising
Understanding the Process for Reserving Tables

TERRACE LOUNGE

The Terrace Lounge will be used exclusively for Club/Organization and Career Center/College information tables. There will be **NO VENDORS** in this area.

Four tables will be upstairs in the Terrace Lounge area, two will be for the Career Center/College and the other two will be informational tables for Clubs/Organizations. These are placed along the window side of the lounge area where they were last semester.

BRICK LOUNGE – "Vendor Lane"

The South Wing of the Brick Lounge will be mainly for Vendors. We are hoping to have this area used extensively by the clubs and organizations for fund raising purposes. It will be possible to schedule up to 4 vendors at a time with each vendor being able to have 3 tables set-up in a U shape. For those vendors who request it, we will be able to supply them with electricity in this area.

PROCESS FOR REQUESTING TABLES

CLUBS/ORGANIZATIONS

Students must see the Operations Office Aide, Donna Allen, in Room 3-139A. Donna will check the schedule to see if dates that are being requested are available. Donna will then tentatively schedule the tables and give the student(s) a Table Request Form to be filled out and signed by their Campus Center advisor (Betty Stewart, Shirley Batista-Provost, Jodi Oriel, Bette Bovenzi). If special equipment is required the student(s) must let Donna know and she will give the student(s) a Conferences & Events Application form, this also has to be signed by their Campus Center advisor. Both forms are to be returned to Donna when completely filled out. At that time she will permanently schedule the table(s) and make notation of the special equipment for the club/organization and forward the Conferences & Events Application to Courtney in the Conferences & Events Office.

CAREER CENTER/COLLEGE

Table requests made by the Career Center or other departments within the college, can be made by calling the Operations Office Aide, Donna Allen, at extension 2548 or by sending her an email request. Donna will verify the availability of tables requested and confirm with the requesting party. If equipment is needed this should also be indicated to Donna who will forward the information to the Conferences & Events Office.

MAJOR EVENTS

Anyone utilizing the Terrace Lounge space for a major event please contact the Conferences & Events Office for scheduling. Please feel free to check with the Operations Office Aide to check on availability before contacting Conferences & Events if you would like.

Please note:

These procedures are based on current layout which is subject to change.

Thank you for your cooperation.