

Edgewood College - Table Request Form

This form is for **Informational Table Requests Only.**

○ Please use the full Event Services Requisition Form for any other request. Tables may also be requested via the full Event Services Requisition Form as a larger event.

○ All Table Requests must be submitted, using this form, via email, to reservations@edgewood.edu.

○ Table Requests will not be processed without the approval of the department responsible for the location in which the table is to be placed. Please send this approval via email with the table request.

Events Use Only:

_____ Date Received

_____ Approved by DEPT

_____ SysAid #

Notes:

REQUIREMENTS

Name of Event: _____

Table Date(s): _____ Table Location: _____

Prep. Time: _____ Start Time: _____ End Time: _____

Requester: _____ Department/ Student Org: _____

Phone Number: _____ Student Org Advisor: _____

Table Set-up

⇒ Table Set-ups will NOT be accepted after the 2 week deadline

⇒ Please fill out a separate form for each unique Table location

Reg Tables (3ft x 8ft) How Many? _____

Chairs: How Many? _____

Notes:

All table locations require the approval of a department prior to their use. Please provide written approval from the following employees if you wish to place tables in the area in which they are responsible, and email it to reservations@edgewood.edu.

Predolin Commons Hall (2 max)

***Tables in Commons MUST NOT BLOCK Student Activity Calendar

Predolin Rec (1 max)

Phil's Cafeteria (2 max) - Dining Serv. Director or Phil's Manager

Library 1st floor (2 max) - Library Director

Sonderegger Lobby – Science Outreach Director

Other - Please inquire to reservations@edgewood.edu