

**TABLE/EASEL/DISPLAY BOARD REQUEST
ENTRANCE LOBBY**

(Must be approved one week prior to event)

_____Table _____Easel _____Display Board

Name of Organization: _____

Chairperson of Event: _____

E-Mail & Phone Number: _____

Date(s) Table/Easel/Sleeve/
Display Board is needed: _____

Purpose: _____

Will you be selling anything? _____ Yes _____ No

If yes, what? _____

How much are you charging? _____

If this is a Fundraiser for Philanthropy, to whom will profits be donated?

NOTE: A report of total revenue raised from either a fundraiser or a philanthropy project must be reported to the Office of Student Activities within two days of completion of event.

Please complete above information and return to Student Services/Student Activities for approval.

Approved: _____ _____
University Official Date

Notes:

Total Funds or Income: _____ Date Reported: _____

Front Lobby Table/Easel/Display Board Policy

The placement of tables in the WIU-QC will be determined by Student Services. Permission will be granted on a “first come, first serve” basis for student organizations.

Tables, easels, and the display board will be given to registered student groups and University agencies. Classroom projects will be given secondary consideration. Companies/businesses requesting space to advertise job openings or interviewing opportunities will be allowed, as long as space is available, in the basement student lounge only.

Agencies selling products or services will not be allowed on campus.

Usage policies:

Tables

Table usage by a campus registered student organization and University agency may be scheduled for three-day periods or less, except under special circumstances. Table usage will be allowed for a two-week period not to exceed 6 days total.

Solicitation in front of tables is prohibited.

The sale of food or any edible material must have prior approval.

Tables must be clean and organized. Failure to do so will result in the table being cancelled.

Balloons must be fully inflated. Wilting balloons will be discarded.

Easels

Easel usage by a campus registered student organization and University agency may be scheduled for three-day periods or less, except under special circumstances. Easel usage will be allowed for a two-week period not to exceed 6 days total.

All materials posted on easel must look professional. Flyers must be approved prior to posting.

Balloons must be inflated. Wilting balloons will be discarded.

Display Board

Display board usage by a registered student organization and University agency may be scheduled for three-day periods or less, except under special circumstances. Display board usage will be allowed for a two-week period not to exceed 6 days total.

All materials posted on display board must look professional. Flyers must be approved prior to posting. Send electronic copies to cm-williams11@wiu.edu for approval. **Approved fliers will be printed by student activities and must have a student activities employee signature. Student Activities will post the flyers.**

Balloons must be inflated. Wilting balloons will be discarded