

Tabling/Zone Request Form

Aggie Moms Goody Bag Distribution

This form is to be used to reserve a table for Aggie Mom Goody Bag Distribution.

Please submit the completed form to the UC Hospitality & Event Services office on the 2nd floor of Rudder Tower at least 2 business days prior to the first requested date.

Aggie Mom Group::	
Contact Name:	Telephone:
E-mail:	Number of Tables:
Dates Requested:	Time:
Requested Location(s):	
<input type="checkbox"/> Aggie Moms Goody Bag Distribution (table provided) <input type="checkbox"/> <input type="checkbox"/>	
Description of Activity at Table/ Special Equipment Requests:	
<small>Please note: Depending on the tabling activity, the University Center Complex may require a Pre-Event Planning form to be submitted in an effort to mitigate risk.</small>	

President Name:	Telephone:
E-mail:	
Secondary Contact:	Telephone:
E-mail:	

By submitting this Tabling Request Form, I acknowledge that I have notified both the president and all other responsible parties of this reservation request. The only activities occurring at the table have been listed above, and I understand that if the actual activity on the day of the reservation differs from what is written above, the University Center Complex has the right to revoke my table reservation.

Signature:	Date:
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For UC Use Only:	
Date Received:	EMS Reservation Number:
Time Received:	Student Worker: