

FOR INTERNAL USE ONLY

Date Rec'd _____

- Approved
- Booked
- Confirmed

**Ronnie Williams
Student Center
TABLE RESERVATION
FORM**

UCA STUDENTCENTER

Scheduling Office, SC 206B
UCA Box 5101
201 Donaghey Avenue
Conway, Arkansas 72035
Ph. (501)852-2524
SCScheduling@uca.edu

*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at <http://scems.uca.edu/VirtualEms/>

*Complete and Return **◆**in Person to SC 206B **◆**by Email SCScheduling@uca.edu

This request must be submitted at least 1 week in advance of the event date.

NOTE: TABLES ARE ONLY AVAILABLE FROM MONDAY - FRIDAY, 9:00 A.M. - 3:00 P.M.

Organization Information

Organization or Business: _____

Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Contact Email: _____

(Be sure to check the email address you submitted AND email 'trash' in case the message is rejected by your email and sent directly to 'trash')

RSO Advisor: _____

Name / Address for Billing: _____

Event Information

Name of Event: _____

Date of Event: _____

(Enter all dates needed for this one event.)

Brief Description of Event: _____

Table Location: Select the location for your table

- SC Porch (located in front of the student center)
- SC Lobby (you will either be placed in front of Einstein's or the Bookstore)

Event Start Time: _____ Event End Time: _____

Will any food be at this event? YES NO

If YES check one: Snack Reception Boxed Meal

1. Other (explain) _____

(All food service in the SC must be provided through the University contracted food service)

Event Start Time: _____ Event End Time: _____ Expected Attendance Number _____

Will any TICKETS or other ITEMS be sold at this event? YES NO

If YES what item(s) and cost?

(If YES and you are receiving money or goods, you must submit a Solicitation Form - available at SC Scheduling Office SC 206B or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.)

PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.

Additional Information

Is this table for donating purposes?

- No
- Yes (If yes, please fill out the remained of the information)

What are you collecting:

Who is responsible for collecting these items:

Where/Who are items being donated to:

When will these items be donated: _____

Where are they being stored until they are donated:

(If YES and you are receiving donation, you must submit a Solicitation Form - available at SC Scheduling Office SC 206B or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.)

PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.

Signature: _____

Date: _____