

Tabling Request Form

Thank you for requesting tabling here at the CCC Student Center! Please review the below policies regarding tabling requests:

- Please submit tabling requests 5 business days in advance of your event.
- The Student Center will setup the table and chairs. All other materials needed for the event will need to be provided by the department/organization hosting the event.
 - Department/Organizations are responsible for the setup and teardown of event materials.
- There is designated tabling space at the front desk, if you would like to arrange an alternate tabling location please note that in the description section of this form. Any alternate location requests will need approval by building operations staff.
- Tabling is available to CCC Registered Student Orgs, Departments, Faculty, and Staff. Any external clients requesting tabling must reach out to Chanel O’neal at choneal@colum.edu.

Email your completed form to studentcenter@colum.edu, and Student Center Staff will be in touch within 48 hours.

If you have needs that have not been covered by the policies listed above, please note them in the description section; the building operations staff will review your request and coordinate accordingly.

Today's Date:		Department/Org:	
Requestor:		Requestor Email and Phone:	
Requestor Signature:			
Tabling Date(s):		Tabling Time(s):	
Setup Time:		Teardown Time:	
Additional Contact:		Additional Contact Email and Phone:	
Description of Event and Purpose:			
Will there be food?:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will there be any donations collected or items sold?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, will it be hot or cold?:	Hot <input type="checkbox"/> Cold <input type="checkbox"/>		
Reviewed by:		Date:	
Approved by:		Date:	