

# STUDENT INVOLVEMENT OFFICE TABLING GUIDELINES. FALL 2019

## GUIDELINES

- The primary purpose for tabling is:
  - Exchange of information, fundraising, or ticket distribution
- Student Organizations must be in Good Standing with the Student Involvement Office to reserve a table
- All groups must follow all SIO Policies and OWU Student Handbook
- Only 1 table may be requested for each organization, department, or group per day
- Group must be at table by 12:15pm or it may be given to another group
- Groups outside OWU (businesses, nonprofits, organizations, etc.) are welcome to table and are required to pay a \$75/day fee to table. Email [involveu@owu.edu](mailto:involveu@owu.edu) to coordinate this opportunity.

## HOW TO RESERVE

- Visit, call, or email the SIO Information Desk to request a table. We recommend reserving a table from 12pm-1pm because it is the busiest time in the HWCC Atrium.
  - 61 S. Sandusky St., HWCC 143 Delaware, OH 43215
  - (740) 368-3185
  - [involveu@owu.edu](mailto:involveu@owu.edu)
  - In your email, include "HWCC Tabling Sign Up" in the subject line and provide the following:
    - Date and time for requested table
    - Contact person, contact email, and name of the organization
- Once your table is reserved, you will receive a confirmation email from the SIO

## HOW TO CANCEL

- Visit, call or email the SIO Information Desk and request to remove your information from the HWCC Table Sign Up. Be sure to include the date and time.
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  - (740) 368-3185
  - [Involveu@owu.edu](mailto:Involveu@owu.edu)