

## Student Union Display Case Reservation Form

Date Received:	Date Entered:	Who Entered:	Reservation #:

*Student Union display cases are reserved weekly, on a first-come, first-served basis from **Monday through Sunday**. They can be reserved one time per semester by recognized student organizations and university departments and division offices.*

*The information in the case must contain the name of the sponsoring organization, and must comply with university policy. Each group is responsible for putting up and taking down their own displays. After one reminder phone call, materials left over one week will be recycled.*

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
*(Please print)*

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Event being publicized: \_\_\_\_\_

\*\*\*\*\*

Weekly Date: *(Monday through Sunday)*

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**Small Case:**

Case #1: \_\_\_\_

Case #2: \_\_\_\_

Case #3: \_\_\_\_

Case #4: \_\_\_\_