### Ashland University Solicitation & Fundraising Request Form

**IMPORTANT! PLEASE READ THIS SECTION BEFORE COMPLETING THIS FORM**
- One form per event
- Maximum 2 days per event
- Do not publicize your event until you receive approval by e-mail
- Tables are assigned in the order requests are received.
- You are responsible for setting up and taking down your table in the Student Center (Tables are located under both sets of steps)
- You may only use the table location you have been assigned during the time that was approved and you may not infringe on the space of another organization.
- Submit completed form two weeks in advance of the event date to: Sue Freelon, 230 Student Center or e-mail to sfreelon@ashland.edu

### EVENT INFORMATION

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Sponsoring Organization</th>
<th>Contact Person</th>
<th>Contact E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Date(s)</td>
<td>Time</td>
<td>Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Event</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How will money and/or goods collected from this event be used?

FOR STUDENT LIFE USE ONLY: Approved Denied

Comments

Signature Date