

# RESERVING A TABLE ON THE OUTDOOR MALL



## Sun Devil Suggestions

### Step 1: Complete the Outdoor Event Form

The Outdoor Event & Sales Request form is available at SORC, MU Event & Meeting Services (located on the first floor, next to the MU Information Desk) or online at [www.asu.edu/clubs](http://www.asu.edu/clubs) under “Forms and Resources.” Remember the “TWO’s” – you should submit your request at least TWO WEEKS in advance of your planned mall activities, and you may book TWO WEEKS at a time.

### Step 2: Submit Request and Confirm Reservation

Return your completed form to MU Event & Meeting Services (MU 182). Once your request has been approved and scheduled, you will receive a confirmation listing the dates and zone number.

### Step 3: Set-up Table in Mall Zone

All tables are dropped off on the north side of the MU. The student organization representative is responsible for picking up one table and two chairs, and returning them to the same location at the end of the day. Please be sure to occupy the zone assigned to your organization. All spaces are marked, and the daily schedule is posted at the north end of the MU.

### **And remember...**

Be sure to have enough volunteers to staff your table during the lunch hours. You may want to bring information about your organization’s meeting times, how to join the club and upcoming events. Consider purchasing a banner to drape over your table, and create a display board with photos and other visuals that entice students to learn more about your club!

## Resources

Be sure to attend the Student Organization Information Sessions. These helpful sessions provide more detailed information about campus resources available to ASU student organizations. General sessions are held in the Fall, and Officer Transition sessions are held in the Spring.

Mall and Vendor information, including all forms, are available on the SORC website at [www.asu.edu/clubs](http://www.asu.edu/clubs)

And check out these other *Best Practices* that will help you when starting a new organization:

- *Event Planning*
- *Hayden Lawn Events*
- *Food Rules*
- *Utilizing Faculty Resources*
- *Recruiting Members*