

EKU School of Music LOBBY SALES SET-UP

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| Fraternity / Organization: | |
| Acting President of Fraternity or Organization: | |
| Contact Phone: | |
| Contact Email: | |
| Faculty Advisor for Fraternity or Organization: | |
| Today's Date: | more info: |
| | |
| Event / Begin Date: | |
| Event Time: <i>to</i> | |
| <i>If this event is to be repeated please give more info and end date below.</i> | |
| End Date: | |
| Items to be sold: | |

Rules for Selling:

- * First Come - First Served Basis
- * You MUST Register with the office two weeks in advance.
- * To keep clutter to a minimum, and traffic flow to a maximum, only one organization may be in the lobby at one time. If an organization wants to set up in conjunction, you must share a table, and whenever possible try to sell items that work well together.
- * Set up is limited to the lobby and not the adjacent hallways.
- * If for some reason your plans change, you must make the office aware.
- * You must use a table covering (can be cheap plastic).
- * You are responsible for clean up.

If any one of the above rules is not followed you will lose your privileges for the following time:

1st Infraction: Two Weeks

2nd Infraction: Through the rest of the Semester

3rd Infraction: Through out the next year.

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