



# Dining Hall Promotion Request Form

Please fill out completely and return to:  
Melissa Strain, Marketing Manager for W&M Dining Services  
[mmstrain@wm.edu](mailto:mmstrain@wm.edu)

Contact Name: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

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

Email: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Date requested\* \_\_\_\_\_

\*Requests are made for the maximum of one week at a time. If you wish to request it for longer, please provide a reason for the extended duration.

Event/Promotion Title: \_\_\_\_\_

Format (check one): \_\_\_\_\_ Napkin Inserts: \_\_\_\_\_ Tabling: \_\_\_\_\_ Table Tents: \_\_\_\_\_

Location (check one): \_\_\_\_\_ Commons Dining Hall: \_\_\_\_\_ Center Court at Sadler: \_\_\_\_\_

Briefly describe your request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is to be used to request space in the Dining Hall as part of a group or organization. Dining Services does not guarantee that your request will be approved. Approval will be sent in writing. Space is limited and offered on a first-come, first-served basis. Dining Services will decide on the amount of space required and approve accordingly. All collateral and events must be in compliance with The College of William & Mary's rules and regulations. It is the responsibility of the group or organization to provide all materials, including display tables and placement of napkin inserts/table tents. For tabling events, all staff are still required to swipe in, or make alternate arrangements with the Dining Room Manager in advance.

E-Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_