



Student Development Office T-STAND Request Form

Date Received: _____
Staff Name: _____

Please print clearly

Division/Department/ECC Club: _____

Requestor's name: _____

Contact #/Email: _____

Name of event: _____

Date(s) of T-STAND use: _____ Quantity of T-STAND(s) requested: _____

I understand that I am responsible for:

1. Removing signs, tape, staples or ribbons from the T-STAND(s) prior to returning them.
2. Checking the stands in with the Student Development Office staff.
3. Returning the T-STAND(s) to the Activities Center immediately after my event or on the next business day if it is after regular business hours.

Pick-Up Date: _____

T-STAND(s) checked-out:

#____, #____, #____, #____, #____, #____, #____, #____, #____, #____, #____,
 #____, #____, #____, #____, #____, #____, #____, #____, #____, #____, #____,

Requestor signature: _____

SDO Initial: _____

Date returned: _____

Quantity returned: _____

Number on T-STAND(s) returned:

#____, #____, #____, #____, #____, #____, #____, #____, #____, #____, #____,
 #____, #____, #____, #____, #____, #____, #____, #____, #____, #____, #____,

*Note (missing, broken, etc.) : _____

SDO Initial: _____