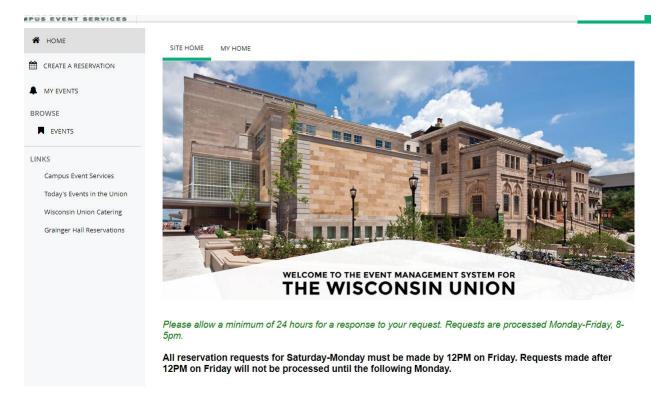
Literature Table Instructions

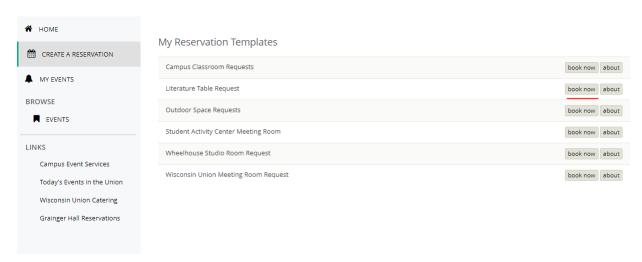
- Go to: https://union.wisc.edu/
- Under "Host Your Event," select, "Request a Reservation."
- Please note: you must belong to either a Registered Student Organization (RSO) or a UW-Madison Department.
- On the "Request a Reservation" page, click on "Meeting Room Request"
- Log in using your NetID and password



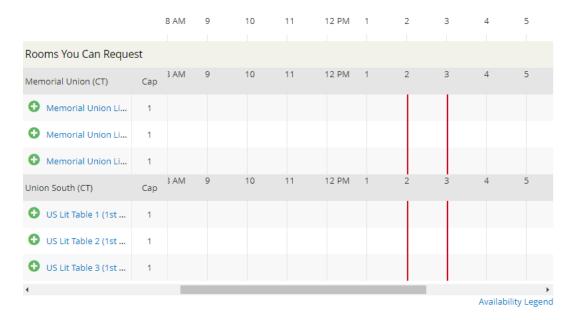
• Select "Create a Reservation" on the left side



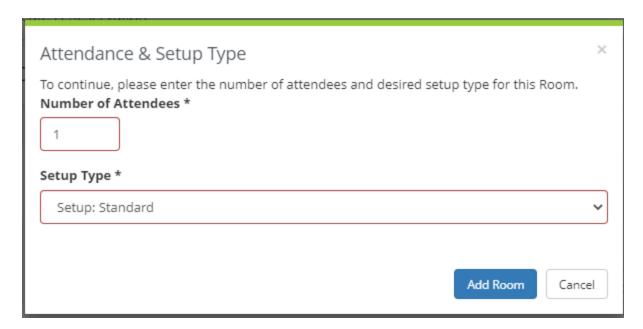
• Select "Literature Table Request"



- Fill in the date, start time, end time, and 1 for the number of people. Then click "Search."
- Below is what should pop up on your screen



- To select a literature table, press one of the plus signs in the green circle next to the table you would like to request.
- Next, Add the room to your cart



- Navigate to "2 Reservation Details" at the top of the page
- Fill in all requested reservation details. After all details are included, choose "Create Reservation" in the bottom right corner of the page. Please note: You will receive an error message if you have not filled out the requested prompts as specified.
 - o Please enter in your RSO or department name that ends with "WU".
- You will then see a pop-up acknowledging that your request has been received. Please note: It takes
 about (1) day for an outdoor space request to be processed in our system and sent to campus for
 review. After that time, you will either receive an email informing you of questions/feedback, or you
 will receive a confirmation of your space from the Campus Event Services Office.

