

# Information Table Request Letter

*(For Student Activities or Campus Events Office)*

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**Subject:** Request to Set Up an Information Table – [insert course name] Certification Training

Dear [Student Activities Coordinator/Office Name],

I hope you're doing well. My name is [Your Name], and I serve as [Your Position, e.g., President] of the Institute of Industrial and Systems Engineers (IISE) student chapter at [University Name].

Our chapter is hosting an upcoming [insert course name] certification training. This professional development opportunity helps students build career-ready skills and earn an internationally recognized certification.

We would like to set up an information table in a common area (such as [insert location: e.g., Student Union, Engineering Building lobby, or Quad]) to share information and answer questions from students interested in registering.

Could you please let us know:

- The process for reserving a table or space
- Available dates and times for set-up
- Any guidelines or approvals needed (e.g., tabling policy, signage, or power access)

Thank you for your time and assistance in helping us promote this opportunity to the student body.

Sincerely,

**[Your Name]**

[Your Position, e.g., President – IISE [University Name] Chapter]

[Your Email Address]

[Your Phone Number (optional)]