Festival of Trees & Lights 2015
Adopt a Tree/Table Application Form for OU-Tulsa Student Organizations & Campus Departments

Basic Guidelines
• All trees/tables should be decorated by Monday, December 7, 2015
• Decorating can begin on Monday, November 30, 2015 (following application approval notification)
• Student organization entries will be judged separate from faculty/staff department entries

Student Organization or Department Information
Student Organization or Campus Department Name: ________________________________
(please circle one, above)
Contact Name: __________________________ Phone: ________________________________

Tree or Table Display Decoration Information
Please mark which object your organization would like to decorate:
☐ 4.5-foot pre-lit tree
☐ 26”x21.5” table display (1 strand of white lights will be provided)
Theme: ________________________________
Brief description of your decorations: ____________________________________________
____________________________________________________________________________

Student Organization Adviser or Department Head Approval
☐ I have reviewed & approve this OUTSA Festival of Trees & Lights Application for consideration by OU-Tulsa Student Affairs.
Name: ___________________________ Phone: ___________________________ Date: ___________
Signature: __________________________

OU-Tulsa Student Affairs Approval *Please submit this form to OU-Tulsa student Affairs (rm. 1C76) for approval*
At the University of Oklahoma – Tulsa, the above named group is a:
☐ Student Association Administrative Organization ☐ This request is (circle one):
☐ Registered Academic Student Organization  Approved
☐ Registered Student Organization (RSOs)   Denied
☐ Campus Department
Comments: _______________________________________________________________________
Name: ___________________________ Signature: ___________________________
Signature: ___________________________ Date Tree/Table Checked Out: _______________

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