**OU Staff Week Craft and Hobby Fair**

**Call for Entries**

**Deadline: March 27, 2015**

In conjunction with the Ice Cream Social sponsored by the Hourly Employees Council, the Staff Week Committee is happy to sponsor the Craft and Hobby Fair. The fair will be held in the **Armory**, 290 West Brooks St, on the OU Campus:

**Thursday,**

**April 23rd from 10:00 am – 2:00 pm**

Participation is open to OU Staff (current and retired) and/or their families. A staff person must be present at the booth at all times. If you plan to offer items for sale with any reference to OU/The University of Oklahoma, you will need to provide a copy of your Collegiate License along with your application for the Craft & Hobby Fair. There is no charge to participate, but a craft item donated for use as a door prize would be greatly appreciated. You will be responsible for setting up and taking down your booth. One (1) table and two (2) chairs will be provided for each participant. Due to budget constraints, we will be unable to provide table coverings. You are encouraged to bring your own. Space is very limited and early entries are encouraged.

Name of Crafter: ________________________________

Name of Staff member (if other than crafter) ________________

Dept: __________________________________________

Phone: _______________ Email: _________________________

Name of Craft or Hobby______________________________

Will you need a Complimentary Parking Pass? ______________

If you have any questions or need information regarding accommodations relating to a disability, please contact: Paige Smith: paigesmith@ou.edu

To reserve your space, please provide the information requested above and send to Paige Smith, through campus mail: BH 127 or email the form to paigesmith@ou.edu