

Easel Request Form

Group Name			
Event Location	**120 Tremont Street, 4th Floor. (this is the only floor students can post their posters)		
Date:		Time:	
Contact Person Information			
Name:			
Phone Number:			
Email:			
Name of Person picking up easel:			
To be filled out by Dean of Students Office upon returning easels:			
Date Returned?			
Confirmed by:			

If you have any questions, please contact:
Rosa A. Ureña
Dean of Students Office – Suite 410
(617) 573-8155