



# ATTENTION:

## WPU COLLEGES, OFFICES, & DEPARTMENTS

SET UP A TABLE AT THE PIONEER CARNIVAL (11:00 AM - 3:00 PM)  
TO ENGAGE & INTERACT WITH ALUMNI, FAMILIES & STUDENTS AT  
HOMECOMING & FAMILY DAY ON SATURDAY, OCTOBER 9, 2021!

**INTERESTED IN PARTICIPATING? PLEASE PROVIDE US THE FOLLOWING INFORMATION:**

1. THE TOTAL NUMBER OF TABLES AND CHAIRS YOU WANT BY **TUESDAY, SEPTEMBER 28;**
2. IF YOUR OFFICE/DEPT. HAS **ONE OR MORE TENTS** – YOU MUST MAKE ARRANGEMENTS TO SECURE THE APPROPRIATE NUMBER OF TENTS TO COVER YOUR AREA
3. IN ADDITION TO DISTRIBUTING MATERIALS, **INDICATE** IF YOU PLAN TO HAVE AN ACTIVITY/GAME AT YOUR TABLE; OR WILL YOU JUST HAVE GIVEAWAYS
4. THE **CONTACT INFORMATION** FOR THE PERSON(S) WHO WILL BE STAFFING YOUR TABLE(S)

WITH THE EXCEPTION OF #1, ALL OTHER INFORMATION  
MUST BE PROVIDED BY **FRIDAY, OCTOBER 1.**

**REQUESTS FOR TABLES AND CHAIRS RECEIVED  
AFTER 9/28 CANNOT BE GUARANTEED.**

*For any items that need to be picked up & delivered to the Practice Field for the Pioneer Carnival,  
please submit an online work order with Facilities & remember to include return instructions.*

*We will be following all University pandemic guidelines and protocols to ensure the health and safety  
of the WP community. Please ensure that anything you are planning falls within these parameters.*

