

## Literature Table Instructions

- Go to: <https://union.wisc.edu/>
- Under “Host Your Event,” select, “Request a Reservation.”
- Please note: you must belong to either a Registered Student Organization (RSO) or a UW-Madison Department.
- On the “Request a Reservation” page, click on “Meeting Room Request”
- Log in using your NetID and password

### Login

**NetID** Forgot NetID

  
**Password** Forgot password

- Select “Create a Reservation” on the left side

#PUS EVENT SERVICES

HOME

CREATE A RESERVATION

MY EVENTS


BROWSE

EVENTS

LINKS

- Campus Event Services
- Today's Events in the Union
- Wisconsin Union Catering
- Granger Hall Reservations

SITE HOME MY HOME



**WELCOME TO THE EVENT MANAGEMENT SYSTEM FOR  
THE WISCONSIN UNION**

*Please allow a minimum of 24 hours for a response to your request. Requests are processed Monday-Friday, 8-5pm.*

**All reservation requests for Saturday-Monday must be made by 12PM on Friday. Requests made after 12PM on Friday will not be processed until the following Monday.**

- Select “Literature Table Request”

The screenshot shows a web interface for making reservations. On the left is a sidebar menu with options: HOME, CREATE A RESERVATION (highlighted), MY EVENTS, BROWSE, EVENTS, and LINKS (with sub-links for Campus Event Services, Today's Events in the Union, Wisconsin Union Catering, and Grainger Hall Reservations). The main content area is titled 'My Reservation Templates' and lists several request types, each with 'book now' and 'about' buttons. The 'Literature Table Request' is highlighted with a red underline.

Request Type	book now	about
Campus Classroom Requests	book now	about
Literature Table Request	book now	about
Outdoor Space Requests	book now	about
Student Activity Center Meeting Room	book now	about
Wheelhouse Studio Room Request	book now	about
Wisconsin Union Meeting Room Request	book now	about

- Fill in the date, start time, end time, and 1 for the number of people. Then click “Search.”
- Below is what should pop up on your screen

The screenshot shows a calendar interface titled 'Rooms You Can Request'. The calendar has columns for days 1 through 5 and rows for different rooms. The 'Memorial Union (CT)' section shows three 'US Lit Table' options, each with a capacity of 1. The 'Union South (CT)' section shows three 'US Lit Table' options, each with a capacity of 1. Red vertical lines indicate that the rooms are unavailable on days 2 and 3. An 'Availability Legend' link is visible at the bottom right.

Room	Cap	8 AM	9	10	11	12 PM	1	2	3	4	5
Memorial Union (CT)	Cap										
+ Memorial Union Li...	1										
+ Memorial Union Li...	1										
+ Memorial Union Li...	1										
Union South (CT)	Cap										
+ US Lit Table 1 (1st ...)	1										
+ US Lit Table 2 (1st ...)	1										
+ US Lit Table 3 (1st ...)	1										

- To select a literature table, press one of the plus signs in the green circle next to the table you would like to request.
- Next, Add the room to your cart

### Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

**Number of Attendees \***

**Setup Type \***

 ▼

Add Room Cancel

- Navigate to “2 Reservation Details” at the top of the page
- Fill in all requested reservation details. After all details are included, choose “Create Reservation” in the bottom right corner of the page. Please note: You will receive an error message if you have not filled out the requested prompts as specified.
- You will then see a pop-up acknowledging that your request has been received. Please note: It takes about (1) day for an outdoor space request to be processed in our system and sent to campus for review. After that time, you will either receive an email informing you of questions/feedback, or you will receive a confirmation of your space from the Campus Event Services Office.

### Help ×

Thank you for your space **request**. Your request has been received and will be processed. Please allow **a minimum of (1) business day** for a response to your request. More time may be needed as there may be specific questions regarding your request. Your space needs will be reviewed and the best possible space available will be assigned. **Specific room assignments will not be confirmed until (1) week prior to your event.**

*\*Requests are processed Monday-Friday, 8-5pm. Please note: All reservation requests for Saturday - Monday must be made by 12noon on Friday. Requests made after 12noon on Friday will not be processed until the following Monday.*

Thank you,  
Campus Event Services Office  
(608) 262-2511  
[events@union.wisc.edu](mailto:events@union.wisc.edu)

OK