



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

POLICE & PUBLIC SAFETY

Event Security Request Form

Department/Division Requesting Service: _____

Name of Event: _____

Service Requested:

- Baseball game, Basketball game, Blocking spaces, Facility Security, Football Game, Parade Escort, Personal Security, Student Activity, Gym Jam, Social (Parties, Concerts, Receptions), VIP Transportation, Vehicular/Pedestrian Traffic, Other (Demonstrations, Special Visitors, Etc.), Educational (Seminars, Forums, Speakers, Conferences)

Beginning Date of Event: _____ Beginning Time of Event: _____

Ending Date of Event: _____ Ending Time of Event: _____

Event Location: _____

Building/Room #: _____ Expected Attendance: _____

Security Requested [number of person(s) needed]: Unarmed _____

Police Officers requested [number of officer(s) needed]: _____

Parking Services Officers Requested [number of officer(s) needed] _____

Contact/Responsible Person: _____ Work Number: _____

E-mail Address: _____ Cell Phone: _____

FAX Number: _____

Approved by:

(Authorized Department person): _____ Print name _____

Event Details:

Band: _____

Speaker: _____

Admission at Door Pre-Sold Tickets Off-Campus Ads DJ/Taped Music

Alcohol (BYOB) Alcohol Distribution Arm Bands

Additional/Special Instructions (limited to 500 words):

Payment Method:

Purchase Order Number _____

Fund Account Number _____

Acct # (7 + Object code): _____ Org. Code: _____ Prog. Code: 208 _____

Signature _____ **Print** _____

*** Note: A Fund or PO number must be submitted before any services are provided. ***

For further information or quotes, please contact:

Captain Barry Black at (336) 334-7731 or blblack@ncat.edu

Lt. Garfield Whitaker at (336) 334-7128 or gwhit@ncat.edu

Requests for services must be made ten business days in advance and cancellations must be made 48 hours in advance. The number of officers required will be determined based on the nature and size of the event.