

NCCU School of Law Event Request Form

Date of Request _____ Date of Activity _____

Sponsoring Group _____

Description of Activity _____

Food Budget (if applicable) _____

Start Time _____ End Time _____ Expected Number of Attendees _____

Room Preference _____ 2nd Choice _____

Needs: _____ Food _____ Time for Food _____ # of Round Tables & Tablecloths

_____ # of 6-ft. Gray Tables _____ # of Mics _____ Videotaping

_____ LCD Projector _____ Publicity _____ Other (List below.)

(Attach announcement/flyer.)

Contact Name _____ Contact Phone # _____

Contact E-mail Address _____
(REQUIRED)

NOTE

Confirmation of your request will be sent via e-mail.
Allow 3 business days to receive confirmation of requests.
Submit **event** requests **at least 3 weeks in advance** of the date of the event.

Submit this form to: *Staris Best*
Director of Law School Relations
NCCU School of Law, Room 271
640 Nelson St.
Durham, NC 27707
sbest@ncu.edu
Fax (919) 530-7622

*****For Office Use Only*****

Date Approved _____ Date Denied _____

Confirmation Sent _____ Signature _____

Notes _____