



Event Security Request Form

POLICE & PUBLIC SAFETY

Department/Organization Requesting Service: _____

Name of Event: _____

Service Requested:

Athletic Event: _____

Student Activity

Parade Escort

Gym Jam

Personal Security

Educational (Seminars, Forums, Speakers, Conferences)

Social (Parties, Concerts, Receptions)

VIP Transportation

Vehicular/Pedestrian Traffic

Other (Demonstrations, Special Visitors, Etc.)

Beginning Date of Event: _____

Ending Date of Event: _____

Beginning Time of Event: _____

Ending Time of Event: _____

Event Location: _____ **Room #:** _____

Expected Attendance: _____

Event Details:

Sales at Door

Pre-Sold Tickets

Open to Public

DJ

Student Fundraiser

Alcohol Distribution

Arm Bands

Other: _____

Additional/Special Instructions (limited to 500 words):

Contact/Responsible Person: _____ **Work Number:** _____

Email Address: _____ **Cell Phone:** _____

FAX Number: _____

Payment Method:

Please complete payment information or check the payment method for this event below, all fees will be received by University Police Department following your event.

Purchase Order Number _____ **Fund Account Number** _____

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

Check Credit/Debit Cash

Print Name

Signature

Date

FOR UNIVERSITY POLICE DEPARTMENT USE ONLY

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] _____

Approved by :

Authorized Department Person

Signature

Date

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

For further information or quotes, please contact:

Major Bobby Cuthbertson (336) 285-2419 or bcuthbertson@ncat.edu

Mr. Frederick Hillian (336) 285-2406 or fhillian@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.