



North Carolina A&T State University 125th Anniversary Event Request Criteria

Thank you for your interest in having your event included in the 125th Anniversary Celebration. The University will host 3 major events to celebrate the 125th Anniversary. We encourage organizations to host their own events to include students, faculty, staff and the community. The Events Sub-Committee has been formed to create synergy with the different events planned throughout the year. For your event to be considered as part of the Celebration, the following criteria must be incorporated:

1. The event is open to the entire university community
2. The event has an academic component
3. The event has a service component
4. There is an historical significance
5. It is a significant athletic event
6. It is an event that would build or celebrate community
7. The event is directly correlated to Preeminence 2020

Events will be classified in two levels:

Level 1. The event occurs during the 125th Anniversary Academic Year and meets two of the seven criteria listed. Part or the entire program must have a specific tie-in to the University's 125th Anniversary Celebration theme:

The 125th Anniversary Events Subcommittee will provide:

- Listing on the 125th Anniversary website
- 125th Anniversary signage at the event
- Commemorative gift available for your speaker/presenter
- 125th Anniversary logo provided for print and electronic materials

Level 2. The event occurs during the 125th Anniversary Academic Year and meets one of the seven criteria listed

The 125th Anniversary Events Subcommittee will provide:

- Listing on the 125th Anniversary website
- 125th Anniversary logo will be provided for print and electronic materials

Please complete the **125th Event Application** for event approval.

Forms should be completed eight weeks prior to the event. If this is an on campus event, please submit the confirmation from the University Events Center. All requests will be reviewed by the committee within 1 week of submission.

**Once an event is approved, any updates to (including date, time and location changes) or complete cancellation of the event must be submitted within 24 hours to serelyn@ncat.edu to ensure events are advertised correctly through the University's media channels*