



**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:**

**Lieutenant Bobby Cuthbertson (336) 334-7128 or (bcuthbertson@ncat.edu)**

**Major Kelly White (336) 334-7230 or (ktwhite@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.**