



North Carolina A&T State University
University Event Center
EVENT CHANGE REQUEST

1403 John Mitchell Dr. Greensboro, NC 27411 | Suite 368 | Telephone: (336) 285-2580 | Fax: (336) 334-7131 | Email: uec@ncat.edu

Requests to change the event location or the event type resulting in an entirely new setup or need to request event security, parking lots, or university work orders will not be considered if the event is less than 7 BUSINESS DAYS away. All other change requests must be submitted at least 5 BUSINESS DAYS prior to the event date for consideration. You may find policy details on our website at <https://www.ncat.edu/campus-life/student-affairs/departments/student-center/university-event-center/index.php>.

Event Reference #: _____ Event Date (s): _____

Event Name: _____

I am requesting to change the:

Event Location: *From:* _____ *to* _____

Event Time: *From:* _____ *to* _____

Event Setup Time: *From:* _____ *to* _____

Event Takedown Time: *From:* _____ *to* _____

Expected Headcount: *From:* _____ *to* _____

Event Type: (please explain)

Event Space Setup: (explain setup update)

Are you the 25 Live Requestor? YES NO

If you are not the 25 Live Requestor, what is your affiliation with this event? _____

Your Email: _____

Your Phone Number: _____

I, the undersigned, am submitting this change request with the understanding that the University Event Center accommodates event changes with the consideration of their available (or unavailable) equipment, staff, and/or campus partner resources; and, that the University Event Center has full discretionary power regarding the approval or denial of any and all requested changes for the above referenced event; and, do agree to be responsible for any additional cost related to any approval of requested changes.

Your Name (Please Print)

Signature

Date

UNIVERSITY EVENT CENTER OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

PROCESSING

APPROVED DENIED

CAMPUS RESOURCES REQUESTED:

PARKING SECURITY WORK ORDERS TICKETS UEC A/V
 N/A

PROCESSED BY: _____ DATE: _____