



ATTENTION! For multiple venue events, please fill out ONE form per building, date and time frame.

North Carolina A&T State University
University Event Center
CANCELLATION/CHANGE FORM

Student Center, Suite 368 Greensboro, NC 27411 Telephone (336) 285-2580 Fax (336) 334-7131 uec@ncat.edu

EVENT CANCELLATION

Required 72 Hours prior to event date. Failure to properly cancel a reservation may result in the forfeiture of the reservation deposit, suspension and/or termination of the right to request or reserve space, and/or full charge of all preparation costs for such event.

Event Name:
Organization: (Please do not use abbreviations.)
Contact Person: Contact Number:
Reserved Facility/Space: Event Reference #:
Event Date (s):
Event Times: Pre-Event: Start: End: Post Event:

I, the undersigned, am CANCELLING the event detailed above. I understand that all service orders related to this event will be cancelled at this time, and a NEW Reservation Request Form will need to be submitted to reinstate this event.

Name (Please Print) Signature Date

EVENT/RESOURCE CHANGE Required 72 Hours prior to event date.

Current Event Name: Organization:
Current Confirmed Facility/Space: Event Reference #:
Current Event Date (s):
Current Event Times: Pre-Event: Start: End: Post Event:

I would like to change the following about my event: Please ONLY note areas that need to be changed.

Event Name: Date (s):
Facility/Space: Contact Person:
Event Times: Pre-Event: Start: End: Post Event:
Equipment/Resources: Please specify ALL resources needed for this event, even if they were detailed on your initial request. Your reservation will be updated based on what is listed BELOW. All resources subject to availability.
Tables and Chairs: Round 6 ft. 8 ft. Chairs
Technical Equipment: Podium Cordless Floor Table Lavalier
LCD Projector
Additional Equipment: Electrical Drop Cord Stage
Other:

I, the undersigned, am CHANGING the event detailed above. I understand that all service orders related to this event will be change based on this form. I also understand that I need to submit a new SET-UP DIAGRAM to the UEC for this event.

Name (Please Print) Signature Date
Advisor Signature (For Student Organizations Only) Advisor Name (Please Print) Date