

ACTIVITY REQUEST

Checklist (read before you complete this request):

- In order to better control for conflicts, REQUESTS MUST BE MADE AT LEAST FIFTEEN (15) WORKING DAYS IN ADVANCE OF ACTIVITY.
- Final approval must be obtained from the NACC President before further action is taken (This form **MUST BE APPROVED** before an activity will be scheduled on the master calendar.)
- ALL information requested on this form must be completed and returned to the Vice President/Dean of Instruction's office (Pendley Administration, Room 121)
Once signatures of approval are obtained, the request is considered complete.
- If Presidential Hosts are requested, you must contact ANDREA OKWU at okwua@nacc.edu in order to receive their assistance.

YOUR NAME _____ TELEPHONE NO. _____

NAME OF GROUP/ORGANIZATION _____

TYPE OF ACTIVITY _____ LOCATION (Building & Room) _____

EVENT DATE(S) _____ EVENT TIME(S) _____

RESERVE LOCATION: DATE(S) _____ TIME(S) _____

Open to Public? Yes ___ No ___ DOORS OPEN (TIME) _____ NUMBER EXPECTED TO ATTEND: _____

ADMISSION TO BE CHARGED? Yes ___ No ___ (If yes, a detailed description of the admission charge must be attached to this form showing the amount to be charged, where and by whom it is to be collected, etc.)

MEAL/REFRESHMENTS INCLUDED? Yes ___ No ___

If YES, number requested: _____ Estimated Cost: \$ _____

If included, who/what caterer has been arranged to provide food and services:

PRESIDENTIAL HOSTS REQUESTED TO SERVE AT EVENT? Yes ___ No ___

****If event is approved by President, you MUST contact Andrea Okwu to schedule hosts.

SPECIAL REQUESTS/EXPLANATIONS (Attach additional sheets if necessary)

Signature of Person Requesting Activity _____ DATE _____

RECOMMENDED: _____ DATE _____
VICE PRESIDENT/DEAN OF INSTRUCTION

APPROVED: _____ DATE _____
PRESIDENT

(FOR OFFICE USE ONLY) COPY TO:
 MASTER CALENDAR CAFETERIA MANAGER DEBRA BARRENTINE CHASLEY BELLOMY NORMAN SMITH KENT JONES YEARBOOK STAFF BRENDA STRINGER LINDA GUFFEY ANDREA OKWU _____ _____