



**NORTH CAROLINA WILDLIFE RESOURCES COMMISSION
WILDLIFE EDUCATION DIVISION
EVENT REQUEST FORM**

Please complete form and email to: wrceducation@ncwildlife.org

Event requests may be submitted 6 months prior to event. All applications will be reviewed 60 days prior to event date.

1. **EVENT REQUESTOR INFORMATION** Please provide your contact information (name, job title, phone, e-mail). Please also provide an “off hours” contact number (will only be used for emergency matters)

Name: _____ Job Title: _____

Phone: _____ Email: _____

2. **NAME of EVENT:**

3. **EVENT DATE and TIME** (beginning time and ending time).

Begin Date: _____ End Date: _____ Begin Time _____ End Time _____

For multiple-day events, please give opening and closing times for each day.

4. **EVENT LOCATION** (include county, street address, and state if this is an indoor or outdoor event)

Street Address _____ City _____

County _____ State _____

5. What is the purpose of this event?

6. Which specific WRC program or area of work are you requesting to attend?

7. Describe the format of event: will it be Fair style (people walk up when interested) or Presentation style (participants rotate between stations – indicate how long for each group & how large are groups.)

Fair

Presentation How many rotations?

Approximate group size per rotation

8. What is the projected attendance number?

9. Who is sponsoring the event?

10. What is the admittance or registration fee for event attendees?

If fees are involved who is benefitting?

11. What are the following fees and are they waived for Commission employees?

Parking: Waived

Admittance: Waived

Booth space: Waived

Electricity use: Waived

12. Check what will be provided on site.

| | | |
|--------|-------------|-----------------------------|
| Tables | Tents | Breakfast for all day event |
| Chairs | Electricity | Lunch for all day event |

What do we need to provide?

13. Inclement weather policy:

| | | |
|----------------|-----------|-------------------|
| Rain | Cancelled | Rescheduled Dates |
| Snow/Sleet/Ice | Cancelled | Rescheduled Dates |
| Hurricane | Cancelled | Rescheduled Dates |