



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

Please complete form and email to: [wrceducation@ncwildlife.org](mailto: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