

# Special Event Campus Police Notification

Fax: (901) 678-5498

Required if event involves over 100 students or off-campus attendees or if funds are being accepted on site.

Event Location: UC  Rose Thea.  Alumni Mall  Plaza  Campus Rec

Event : \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start & End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone & Fax \_\_\_\_\_ / \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Additional Information or Special Concerns: \_\_\_\_\_

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Organization Advisor / Dept. Chair/ Financially Responsible Official

Name : \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_  
Public Safety Confirmation

\_\_\_\_\_  
Date