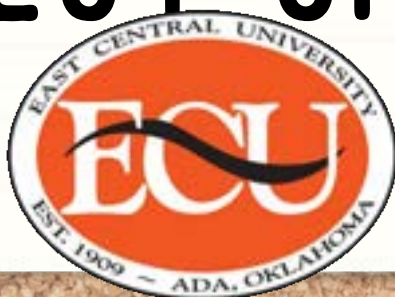


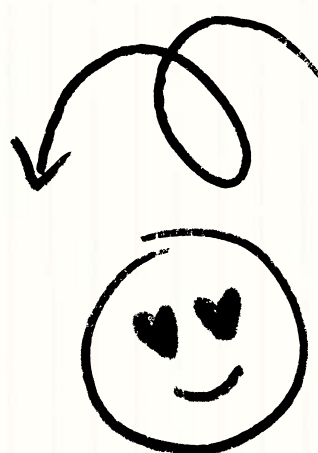
# How to REQUEST SPACE

@

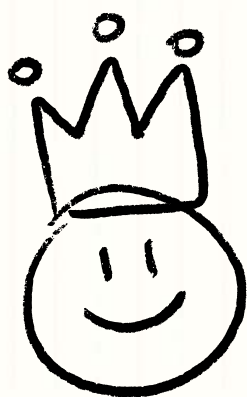


## What Areas?

All Athletic Facilities  
Chickasaw Business and Conf. Center  
Hallie Brown Ford Fine Arts Center  
Student Unions (Memorial and Bill S Cole)  
Centennial Plaza  
ECU Tiger Fountain  
UC Lawn & Mall Area



## How?



## Step 1

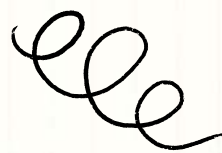
We have developed **ONE** form for  
both internal and external  
requests @

**ECU Event Space Request**

## Step 2

Someone from the ECU Events Team  
will contact you and let you know if the  
space you requested is available and  
will ask for more details about your  
space needs.

Who is the Events Team?  
Athletic - Sydney Dungen  
CBCC - Nicole Erwin  
HBFFAC- Jamie Davis  
UC Areas - Robert Hayes



## Important

Requesting a  
space on campus  
must be received  
**one month** before  
your event!



## ALSO ...

Reserving the space is not approval  
for the event, it's just the first step.

### OTHER THINGS TO CONSIDER:

- Student Org Approval
- Food Services
- Set-up
- Promotion

