

ACE (All Campus Events) REGISTRATION FORM

(This form is ONLY for those associated with NWCC)

It is no longer necessary to get approval through the Activities Form process for Northwest Mississippi Community College departmentally sponsored campus events. However, in order to provide an events calendar that anyone may access for information, you will need to REGISTER all events through the ACE (All Campus Events) office.

Complete and return this form to Pam Wooten @pwooten@northwestms.edu

Once registered, the event will be added to our campus calendar located here www.northwestms.edu/events

If you have questions, please contact Pam Wooten at pwooten@northwestms.edu or 562-3968.

Name of Event: _____

Date of Event: _____ Number of attendees: _____

Sponsoring office/organization/person: _____

Office phone number: _____ Cell phone number: _____

The event sponsor is responsible for all arrangements including but not limited to:

- Tables & chairs – the department or division director supervising the event - email your specific needs to gmorrow@northwestms.edu at the Physical Plant
- Catering – contact Rita Taylor at x3313
- Housekeeping needs – the department or division director supervising the event contact Housekeeping at x3503
- Unlocking and locking the venue if your event is outside of normal business hours

Venue (building and room #) that you will use: _____

Start time: _____ End time: _____

Do you need access to the venue before the start time? _____ If yes, what time? _____

✓ I have contacted the person responsible for providing permission to use the venue above and they have given such permission. The person who gave me permission is _____.

If you are unsure of whom to contact to get permission, contact Pam Wooten.

✓ I have contacted campus police for any special security coverage. I spoke with _____.

For ACE office use only: Event added to the ACE campus calendar on _____

This form was forwarded to the Physical Plant on _____