## EVENT REQUEST FORM

<table>
<thead>
<tr>
<th>VISITOR</th>
<th>DEPARTMENTS ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily Visitor Permit</strong></td>
<td>$10.00/Day - Attendees at on-campus events</td>
</tr>
<tr>
<td>Not valid at meters or pay lots.</td>
<td><strong>Guest On-line Permit</strong></td>
</tr>
<tr>
<td><strong>Pay by Space</strong></td>
<td>$2/ 1st hr, $1/ each additional 30 mins, $10/day</td>
</tr>
<tr>
<td>Single Visitor / Small Groups; Hourly parking</td>
<td>Located on Main Campus &amp; Centennial Campus</td>
</tr>
<tr>
<td><strong>Pay Lot</strong></td>
<td>$2.00/Hr, $1.00/ each additional 30 min, $10.00/day</td>
</tr>
<tr>
<td>Not valid at meters or pay lots.</td>
<td><strong>Validation Codes</strong></td>
</tr>
</tbody>
</table>

### Event Name:____________________________

### Event Contact:
- Name ____________________________
- Phone ____________________________
- Email ____________________________

### NC State Affiliation: _____________________

### Event Participants: ______________________

### Event Location: ___________________________

### Loading / Unloading Area: ________________

### Permits Needed:
- Car_________ Bus_________ Van________

### Items requested for price quote:
- Signs____ Cones____ Reserved spaces____
- Traffic attendents____Traffic officers____

## CAMP INFORMATION

If your event will have a large group arrival (youth / athletic camps) or a daily drop-off, please complete the section below.

1) Arrival Location: _____________________
   - Date: ___________Time: ___________

2) Departure Location: ___________________
   - Date: ___________Time: ___________

3) What vehicles will be used for drop off and pick up? ___________________________

4) Number of Participants _______________

5) Will guest stay overnight? ____________

6) Will your event have on-site Registration? _____________________________

7) Will your event have daily visitors? _____________________________

## PAYMENT INFORMATION

- CASH  
- CHECK  
- CREDIT CARD

### CONTACT

NC State Transportation Department
Events
2721 Sullivan Drive, Box 7221

e) transpevent@ncsu.edu