

**BCCC Solicitation Request Form**  
**(Expressive Activities on Campus)**

Individuals or groups interested in speaking and/or distributing written materials on Beaufort County Community College campus or center must provide advanced notice by completing this form and submitting to:

Postal Mail: Susan Pendergrass

Beaufort County Community College  
 Office of President  
 5337 US HWY 264 E.  
 Washington, NC 27889

E-mail: [Susan.Pendergrass@beaufortccc.edu](mailto:Susan.Pendergrass@beaufortccc.edu)

Phone/Fax: P: (252) 940-6202 / F: (252) 940-6234

Notice must be provided at least three business days prior to the planned activity.

Locations may not be reserved more than two weeks prior to an activity.

**Please complete the following:**

<b>Nature of activity:</b>	<input type="checkbox"/> Speaking
	<input type="checkbox"/> Assembly
	<input type="checkbox"/> Distribution of Materials
	<input type="checkbox"/> Intent to Photograph, Audio Records, or Video Record
	<input type="checkbox"/> Other(s)
<b>Date(s) and Time(s) of planned activity</b>	
<b>Name of individual(s)</b>	
<b>Size of group</b>	
<b>Location Requested</b>	<input type="checkbox"/> Quad between buildings one and nine.
	<input type="checkbox"/> Outdoor stage by building five.
	<input type="checkbox"/> Outdoor classroom behind building five
<b>Responsible Person:</b>	
Name	
E-Mail Address	
Telephone Number	

For more information, please see the [College's Solicitation Policy](#).