

Solicitation Request Form

(Expressive Activities on Campus)

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

Postal Mail: **Jessica Craig**
Wake Technical Community College
Scott Northern Wake Campus
 6600 Louisburg Rd.
 Raleigh, NC 27616
 E-mail: jacraig@waketech.edu
 Phone/Fax: P: (919) 532-5680

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

Speaking and/or the distribution of written materials must be scheduled between 10 a.m. and 4 p.m. on Tuesdays or Thursdays and may not exceed three hours per day.

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

Please complete the following:

Nature of activity	☐ Speaking ☐ Assembly ☐ Distribution of Materials ☐ Intent to Photograph, Audio Records, or Video Record ☐ Other(s)
Date(s) and Time(s) of planned activity	
Name of individual(s)	
Size of group	
Location Requested	☐ Southern Wake Campus – Speaking and/or Distribution of Materials: Designated area adjacent to north corner of Pucher-LeMay Hall ☐ Northern Wake Campus – Speaking and/or Distribution of Materials: Designated paved area between buildings NE and NF
Responsible Person: Name	
E-Mail Address	
Telephone Number	

Southern Wake Campus: Upon arriving on campus go to building SM and check in with the Customer Service Officer. Campus Police & Security Services will then be notified so that someone can escort your group to the proper location.

Northern Wake Campus: Upon arriving on campus go to building ND, Suite 230. The receptionist will then notify Campus Police & Security Services so that someone can escort your group to the proper location.

The required notice and information requested above are necessary for planning purposes and will not be used as grounds for denying or abridging any person's right to engage in expressive activities. Thank you for your cooperation.

***Please Note: Speakers must disclose in advance to the College whether they intend to photograph, audio record, or video record any person during the course of the speakers' expressive activities.**

For more information, please see the College's Solicitation Policy at:

<https://www.waketech.edu/catalog/campus-policies-and-procedures>