



# COPPIN STATE UNIVERSITY



## Police Department

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Coppin State University conducts a myriad of activities on a daily basis, on its campus. With that said, we at the Coppin State University Police Department have a monumental task of ensuring the safety of all concern, whether they are participants, patrons, guests, visitors, faculty, staff, or students. We always have your best interests.

We want each and every event held on the campus of Coppin State University to be a success. Safety is the watch word that we always keep in mind and it goes into every decision we make regarding Coppin State University.

Granted this list is not all inclusive, but it speaks to the essence of what we are seeking. Please provide the following information to help us better assist you.

- What type of event are you having?
- Where will the event take place?
- Who are the attendees, ex. students, outside guest, etc?
- How many attendees or guest are expected?
- Are tickets being sold to this event and are they being sold at the door?
- Do you know the capacity of the venue/site chosen?
- How many tickets were sold for the event?
- Will there be food given or sold at the event to attendees?
- What exact time do doors open and what is the exact time does the event end?
- Will there be music for this event, live or DJ?
- Do you have any concerns or expect any problems?
- Who is the contact person with a working cellular telephone number?
- Who is the faculty advisor and cellular telephone number?
- Coppin State University is a dry campus, "No Alcoholic Beverages."
- Are there outside vendors participating in this event?

If there are any questions regarding this document, please contact the Coppin State University Police Department, Police Officer Lawrence Ames at 410.951.3900.

*"See Something, Say Something"*