



COASTAL CAROLINA UNIVERSITY

Record Group 355

CONFERENCE SERVICES AND WHEELWRIGHT AUDITORIUM

15789      EVENT FILES

Description

Created by Conference Services and Wheelwright Auditorium to maintain all events that are held at the University. Information includes R25 reservation form, House Manager's checklist for the event, ticket creation checklist, copy of ticket for event that has been signed off on by the event director.

Retention

5 years, destroy.