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*For Office Use Only:*

- Confirmed \_\_\_\_\_
- Denied \_\_\_\_\_
- Materials Only \_\_\_\_\_
- Added to Event Calendar
- Added to Event Binder
- Added to Google Calendar
- Volunteers
  - Volunteer List
  - Reminders Sent
- Staff Attending \_\_\_\_\_

## Community Outreach Request Form

Today's Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

-----*Event Information*-----

Date \_\_\_\_\_ Event Name \_\_\_\_\_

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Event Type     Health Fair ---  Community     Employee  
                   ABC's---  Asthma     Allergies     Food  
                   Essentials for Child Care Providers (3 hours)  
 Other: \_\_\_\_\_

Number of People Expected to Attend \_\_\_\_\_

(For presentations we require at least 15 people to be in attendance)

Audience Type \_\_\_\_\_

(Staff, employees, students, parents, etc.)

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

The venue will provide (check all that apply):

Computer     Projector     Electricity

Other information about the event

\_\_\_\_\_  
\_\_\_\_\_