

## Community Outreach Event Request Form

<b>Event Name</b>			
<b>Event Address</b>			
<b>Event is:</b>	<input type="checkbox"/> Outside	<input type="checkbox"/> Inside	<b>Ward</b>
<b>Event Date</b>		<b>StartTime</b>	<b>End Time</b>
<b>Event Contact</b>	<b>Contact Position</b>		
<b>Contact Phone</b>	<b>Contact Email</b>		
<b>Event Type</b>	<input type="checkbox"/> Community Meeting	<input type="checkbox"/> Information Fair	<input type="checkbox"/> Training
	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Exercise/Fitness	<input type="checkbox"/> Other
<b>Type of Audience</b>	<input type="checkbox"/> Senior	<input type="checkbox"/> Youth	<input type="checkbox"/> Government
	<input type="checkbox"/> Private Sector	<input type="checkbox"/> Persons with Disabilities	<input type="checkbox"/> Non-English or limited English Speaking
	<input type="checkbox"/> Other:		
<b>Expected Audience Size</b>			
<b>Translation Services Available</b>	<input type="checkbox"/> Amharic	<input type="checkbox"/> Chinese <input type="checkbox"/> Mandarin <input type="checkbox"/> Cantonese	<input type="checkbox"/> French
	<input type="checkbox"/> Korean	<input type="checkbox"/> Spanish	<input type="checkbox"/> Vietnamese
<b>Resources Provided by Requestor</b>	<input type="checkbox"/> Tables (No. _____ )	<input type="checkbox"/> DVD/VCR	<input type="checkbox"/> Laptop
	<input type="checkbox"/> Chairs (No. _____ )	<input type="checkbox"/> TV	<input type="checkbox"/> Projector
	<input type="checkbox"/> Other:		
<b>Comments</b>			

E-mail completed forms to [dhealthcomms@dc.gov](mailto:dhealthcomms@dc.gov).

Questions? email: [ronald.king@dc.gov](mailto:ronald.king@dc.gov), [robert.mayfield@dc.gov](mailto:robert.mayfield@dc.gov), [ivan.torres@dc.gov](mailto:ivan.torres@dc.gov) or [melinda.salinas@dc.gov](mailto:melinda.salinas@dc.gov)