

Community Outreach
 Event Request Form

Event Name						
Event Location				Ward		
Event Date		Start Time		End Time		
Event Contact			Contact Position			
Contact Phone			Contact Email			
Event Type	<input type="checkbox"/>	Community Meeting	<input type="checkbox"/>	Information Fair	<input type="checkbox"/>	Training
	<input type="checkbox"/>	Panel Discussion	<input type="checkbox"/>	Exercise	<input type="checkbox"/>	Other
Type of Audience	<input type="checkbox"/>	Senior	<input type="checkbox"/>	Youth	<input type="checkbox"/>	Government
	<input type="checkbox"/>	Private Sector	<input type="checkbox"/>	Persons with Disabilities or Access and Functional Needs		
	<input type="checkbox"/>	Other:				
Audience Size						
Translation Services Available	<input type="checkbox"/>	Amharic	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	French
	<input type="checkbox"/>	Korean	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Vietnamese
Resources Provided by Requestor	<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:				
Comments						
<p>Completed form may be mailed or emailed. Email: ronald.king@dc.gov Mail: Attn. – Department of Health (DC Health) 899 North Capitol Street, NE 5th Floor Washington, DC 20002 202-442-9897</p> <p>We ask that all requests be provided at least one month in advance of the event.</p>						