



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						

Completed forms can be mailed or emailed.

Email: hsema.eap@dc.gov

Mail: Attn. - External Affairs and Policy Directorate, HSEMA
2720 Martin Luther King Junior Avenue, SE
Washington, DC 20032

*HSEMA will make every effort to accommodate event requests.

However, we ask that all requests be provided at least **10 business days** in advance of the event.

