

NEW YORK CITY DEPARTMENT OF FINANCE - EXTERNAL AFFAIRS DIVISION OUTREACH EVENT REQUEST FORM

Agency/Organization Name:	
Primary Contact:	Title:
Mailing Address:	
Office Phone:	Mobile Phone:
Email:	Best time to reach you:
DOF Program of Interest (property taxes, lien sale, Rent Freeze Program, tax exemptions, etc.):	
Department of Finance Role (enrollment, informational table, presentation, training, etc.):	
Has the event already been scheduled?	If already scheduled, date and time:
YES NO	
If new event, provide desired dates and times. (Please provide at least two dates):	
Is there an event flyer, program, or postcard?: YES (Please attach)	
Event Location:	Is location ADA accessible? YES NO
Audience (seniors, homeowners, landlords,etc.):	
Language Needs (Please let us know of any foreign language needs your audience may have.):	
Number of guests expected?:	How are you promoting the event?:
Special requests/additional comments:	

Please email completed form to **Outreach@finance.nyc.gov**. If you have questions, call **(212) 602-7004**. Please allow 48 hours for a response on our participation and next steps. We look forward to partnering with you.