



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?

YES

NO

If already scheduled, date and time:

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) NO

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: