

# **PUBLIC RELATIONS EVENT REQUEST**

**Contact Name:** \_\_\_\_\_

**Organization/Event Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Requested Date/Time:** \_\_\_\_\_

**Services Requested:** \_\_\_\_\_

**Approx. Number of Children/Adults:** \_\_\_\_\_

**Special Notes:** \_\_\_\_\_

\_\_\_\_\_

## **CONFIRMATION – Office Use Only**

**Confirmed & Scheduled:** \_\_\_\_\_

**Confirmed Time of Event:** \_\_\_\_\_

**Confirmed Location:** \_\_\_\_\_

**Confirmed Request:**      Yes              No              If no, Why? \_\_\_\_\_

**Advertising Confirmation:**

Yes

No