Community Engagement Unit – Event Request Form

Background Information

Event Title:

Date and Time:

Event Type (please select):

Presentation   Community Event   School Event   Other

Location:

Point of Contact

Name:

Phone Number:

E-Mail Address:

Event Details

Approximate Number of Attendees:

Presentations Only – Topic:

Special Requests (be descriptive):

If requesting a presentation, do you have the following?

Computer   Audio   Projector   A/V Equipment   Table

EMAIL FORM TO: DSP_Community_Outreach@delaware.gov