



## 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\\_Engagement@delaware.gov](mailto:DSP_Community_Engagement@delaware.gov)**