

# **PUBLIC RELATIONS EVENT REQUEST**

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

**Organization:** \_\_\_\_\_

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

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

**Requested Date:** \_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

## **CONFIRMATION NOTES**

**Confirmed Date:** \_\_\_\_\_

**Confirmed Time:** \_\_\_\_\_

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

**Confirmed Request:** \_\_\_\_\_