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## Public Education Event Request Form

*Please return this form to the administrative office at least 2 weeks prior to the event.*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Time(s) of the Event: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Will Apparatus or Equipment be Requested at this Event?

Yes

No

If yes, what Apparatus or Equipment is being requested: \_\_\_\_\_

\_\_\_\_\_

Approximate Number of People: \_\_\_\_\_ Age Group: \_\_\_\_\_

Will you be requesting Public Education Materials?

Yes

No

If yes, what Public Education Materials is being requested: \_\_\_\_\_

\_\_\_\_\_

Notes/Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for inviting us to your event! Please submit this form in person to our administrative office, 770 NE Midway Blvd, or via email, [admin@nwfr.org](mailto:admin@nwfr.org). Our administrative staff will be in touch with you shortly after you submit this form to confirm our availability and to coordinate your event with you.

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### *For official use only*

Approved by Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Firefighters assigned: \_\_\_\_\_

Materials on hand: \_\_\_\_\_

Materials supplied: \_\_\_\_\_