



**Outreach Request Form**

Program Name:	
Location	
Ward	
Date of Event	
Time of Event	
Contact Person	
Contact Phone Number	
Contact Email	
Contact Position	
Type of Audience	<input type="checkbox"/> Senior <input type="checkbox"/> Government <input type="checkbox"/> Public <input type="checkbox"/> Youth <input type="checkbox"/> Special Needs ( <i>Please Describe</i> ) <input type="text"/> <input type="checkbox"/> Other ( <i>Please Describe</i> ) <input type="text"/>
Estimate Number of Audience	
Available Resources at the Event	<input type="checkbox"/> Tables <input type="checkbox"/> DVD/VCR <input type="checkbox"/> Laptop <input type="checkbox"/> Chairs <input type="checkbox"/> TV <input type="checkbox"/> Projection Screen <input type="checkbox"/> Electric Outlets <input type="checkbox"/> Other ( <i>Please Describe</i> ) <input type="text"/>
Comments	

**DC Homeland Security and Emergency Management Agency**  
2720 Martin Luther King Junior Avenue, SE  
Washington, DC 20032 (202) 727-6161

*"HSEMA in Your Community"*

**\*\*Please submit your request at least two weeks in advance of your event.**