



EVENT REQUEST FORM

**SITE:**  indoor  outdoor      If outdoor:  on grass  under tent  paved surface  other \_\_\_\_\_

**You will supply the Ambassadors:**  a table  chairs  other  no equipment

Location for booth if assigned one: \_\_\_\_\_ (Please attach map if possible)

Additional information: \_\_\_\_\_

**Ambassador**      Date received: \_\_\_\_\_      Date confirmed: \_\_\_\_\_      By whom: \_\_\_\_\_

**Office use only:**  community event  Ambassador event  city event  rail crossing  school  park  trail