

**DEC PR committee**  
**Community Outreach Suggested Event**

Email completed forms to Karen Gill, [karen.gill@richmondgov.com](mailto:karen.gill@richmondgov.com)

You will be notified as to whether your suggested event has been approved or denied for DEC participation. Thank you!

1. Your name:
2. Name, 2018 date, location of proposed event:
3. Organized by what organization:
4. Open to (who will be attending, who are the audience?):
5. Estimated number of attendees:
6. Overall purpose of the event:
7. Procedure to register:
8. Cost, deadline to register:
9. Has DEC participated before? If so, when, staff participated and what was the outcome:
10. Proposed 2018 DEC participation (what do we want to do/show/set up?):
11. Purpose, goal of DEC participation:
12. DEC resources needed for participation (equipment, staffing?):
13. What, if anything, will the event organizers provide (table, chairs, meals for workers?)?
14. Website and name, phone number for more information about the event (organizers' information):