



SAN MARCOS 9-1-1 PUBLIC EDUCATION TEAM REQUEST FORM

Request needs to be submitted at least 14 days before the date of event. Event must then be approved by San Marcos Public Education Team. You will receive a confirmation at least 7 days before the event

Your Organization:

Your Name:

Date of Event:

Name of Event Coordinator:

Type of Event:

Phone Number of Event Coordinator:

Location of Event:

Email of Event Coordinator:

Estimated Number of the Target Audience:

Adults:

Children:

Senior Citizens:

Spanish Speaking:

Special Needs:

Provided Equipment:

Table/Booth

Yes

No

Set up for PowerPoint

Yes

No

Please let us know what you are looking for our 9-1-1 Public Education Team to focus on:

Internal use only:

Request Form Received: Shift Supervisor for date of Event notified/approved: Communications Manager Notified:

Internal Notes

Contact: Samantha Charleston, Public Education Coordinator
San Marcos Police Department
Phone: 512-753-2108 / Fax: 1-855-246-9120

Email completed form to: scharleston@sanmarcostx.gov