

# Emergency Management Office Presentation Request Form



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| <b>Contact:</b>  | <b>Address:</b>                  |
| <b>Name of Organization:</b>   |                                  |
| <b>Type of Organization:</b> <i>(i.e. business, school)</i>                          | <b>Richmond, BC Postal Code:</b> |
| <b>Date:</b>   | <b>Telephone:</b>                |
|  | <b>Alternate Phone:</b>          |
| <b>Alternate Date:</b>   | <b>Fax:</b>                      |
| <b>Time:</b>   | <b>Email:</b>                    |
| <b>Number of Attendees:</b> <i>(minimum 15)</i>                                      |                                  |
| <i>(Please note, we require 30 minutes before and after for set-up and clean-up)</i> |                                  |

**Request for:**

- Personal Emergency Preparedness Presentation
- Emergency Preparedness Display Booth

**Please describe the audience:**

- Occupational Health & Safety Committee
- Organizational Planning Committee
- ESL Class
- Youth Group (Ages: \_\_\_\_\_ )
- Residents or Neighbourhood Group
- Seniors Group
- Other: *(Please specify)* \_\_\_\_\_

**Available Equipment:** *(Please check off which equipment can be made available for us)*

- TV & VCR
- Screen
- Overhead Projector
- LCD Projector
- Extension Cords
- Extra Tables for Display Materials & Handouts

**Comments:**

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| <b>For office use only:</b> |
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Please return this form via fax to 604.233.3331 or email [emergencyprograms@richmond.ca](mailto:emergencyprograms@richmond.ca)