



**PUBLIC RELATIONS/PUBLIC EDUCATION  
REQUEST FORM**

Group/Affiliation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Event Title*

*Event Date(s)*

*Event Location (Please include address)*

\_\_\_\_\_ START \_\_\_\_\_ END

*Purpose of Event*

*Requested Participation Times*

*Age Group(s)*

*Approx. # of People*

**Please choose one of the following**

PUBLIC RELATIONS		PUBLIC EDUCATION	
<input type="checkbox"/>	Fire Engine Demo	<input type="checkbox"/>	Fire Station Tour
<input type="checkbox"/>	Ambulance Demo	<input type="checkbox"/>	Home Fire Safety Presentation
<input type="checkbox"/>	Parade Participation	<input type="checkbox"/>	Fire and Fall Prevention Program
<input type="checkbox"/>	Other (Please Specify):	<input type="checkbox"/>	Fire Extinguisher Training (\$10.00 Per Person)
		<b>FOR PUBLIC AND PRIVATE SCHOOL VISITS</b>	
		<input type="checkbox"/>	Fire Engine Demo/ Fire Safety Presentation
		<input type="checkbox"/>	Safety House

**Public education and public relations requests must be submitted at least 30 days in advance.** We will make every effort to fulfill your request, but cannot guarantee your request will be granted. *We are unable to accept requests for birthday parties and/or grand openings.*

As our emergency call volumes continue to rise, we may not be able to attend your event. We may have to leave unexpectedly due to an emergency incident. If that occurs, we hope you understand and thank you for your continued support.

**Please email your completed request to [akwasnicki@slcfd.org](mailto:akwasnicki@slcfd.org).** Your request will be sent to the operations chief for final approval.

*-----Internal Use Only-----*

<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	Public Education
Approved By: _____	