



DC OFFICE ON AGING EVENT REQUEST FORM



Date of Request _____

Organization _____

Contact Person _____ Telephone _____

Email _____

EVENT DETAILS

Name _____

Date _____ Time _____

Event Type

- | | | |
|--|---|--|
| <input type="checkbox"/> Senior Club/Group | <input type="checkbox"/> Church Presentation | <input type="checkbox"/> Health Fair |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Meeting | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Town Hall Meeting | <input type="checkbox"/> Senior Service Network | <input type="checkbox"/> Exhibitor Table |
| <input type="checkbox"/> Panel Discussion | Program | <input type="checkbox"/> Other: _____ |

Location _____

Purpose _____

Audience _____

How Many People Are Expected To Attend? _____

Invited DCOA Representative _____

REQUIRED MATERIALS

- | | |
|---|----------------|
| <input type="checkbox"/> Senior Service Network Telephone Directory | Quantity _____ |
| <input type="checkbox"/> DCOA Fact Sheets | Quantity _____ |
| <input type="checkbox"/> Other _____ | Quantity _____ |

Completed request forms must be submitted a minimum of 2 weeks prior to event date to Courtney Williams by fax, (202) 724-4979, or email, courtney.williams@dc.gov. For more information, please call (202) 727-8370.

