

# EVENT REQUEST INFORMATION AT A COMMUNITY EVENT

Help spread the word about HCDD's programs. The City's outreach team is available to attend community events large and small, such as health fairs, food fairs, festivals, Super Neighborhood Meetings, civic association meetings, school events, religious gatherings, and more.

## ORGANIZATION INFORMATION

Organization Name

Physical Address

Website (if applicable)

Phone Number

Fax

Email

## POINTS OF CONTACT (POC)

Primary Contact Name  POC Role/Title

Phone Number  Email

Secondary Contact Name  Secondary POC Role/Title

Phone Number  Email

## EVENT INFORMATION

Please provide at least (2) two to (3) three weeks' notice for upcoming events.

Event Name  Event Address

Event Date  Event Contact

Start Time  End Time  Audience Size

Agenda

### Event Type

Community Meeting  Information Fair   
Training  Exercise   
Other

### Audience Type

Senior  Persons with Disabilities or Access and Functional Needs   
Youth   
Other

### Resources Provided by Requestor

Tables N°  Chairs N°   
Laptop  TV   
DVD/VCR  Projector   
Other

Comments

Submit this form via email to [hcdevents@houstontx.gov](mailto:hcdevents@houstontx.gov). We process event request in the order they are received, please allow a minimum of 2-3 business days for request processing. To make a request with less than a two weeks' notice, please contact **Onecca Porter** at **832-394-6121**

