EVENT NAME: ________________________________ Date/Time: ________________________________

Requestor’s Name: ________________________________ Email: __________________ Phone: __________________

Event Coordinator’s Name: ________________________________ Email: __________________ Phone: __________________

Organization: ________________________________ Co-Sponsor(s): ________________________________

Organization Representative to be present at and responsible for event: ________________________________

Local Law Enforcement Representative Present (Name & Title): ________________________________

Event Description: __________________________________________________________________________________________________

________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________

Will this event generate media coverage? □ No □ Yes

EVENT TYPE: □ Conference □ Panel

(✓ all that apply) □ Lecture □ Other

□ Youth □ Adults

Will VIPS be in attendance? □ No □ Yes

Names: ________________________________

Will food and beverage be served? □ No □ Yes

Who will provide them? ________________________________

What is the size of the audience? ________________________________

Youth_____ Adults_____

All logistics such as location, attendance, marketing, food, beverage, transportation, and audio visual are the responsibility of the requester. The technology and audio visual requirements are laptop (PowerPoint software), LCD, and screen.

Please email this form to info@noblenatl.net or fax to (703) 658-9479.