

**King George County**  
**Fire Rescue & Emergency Services**  
*Public Education Request*

Requesting organization / individual: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Scheduled Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Type of Event or Service Requested: \_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

\_\_\_\_\_

If group event, how many people will be attending? \_\_\_\_\_

If children, what is the age range? \_\_\_\_\_

Special planning or equipment/supplies needed: \_\_\_\_\_

\_\_\_\_\_

Employee/volunteer receiving request: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTIFY REQUESTING PARTY, THAT OUR PARTICIPATION IS CALL AND STAFFING DEPENDENT!!! (This means if we get a call or don't have enough staff, we will have to reschedule!)**

**Forward all requests to the public education coordinator for scheduling.**

PUBLIC EDUCATION COORDINATOR USE ONLY

DISPOSITION: \_\_\_\_\_

NOTIFIED: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PRIORITY: 1 2 3