

## Request for Participation in Community Events

This form serves as a request to have CareerSource Broward participate in your event. Requests should be made at least 3 weeks in advance. Not all requests will be approved.

Event Name: \_\_\_\_\_

Today's date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Agency/Organization Name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Address/location of event: \_\_\_\_\_

Major cross streets: \_\_\_\_\_ Parking info: \_\_\_\_\_

Person to report to at event: \_\_\_\_\_ On-site phone/cell: \_\_\_\_\_

No. of people expected: \_\_\_\_\_ Age group: \_\_\_\_\_

Is this event indoor or outdoor? \_\_\_\_\_

Items provided:  Table(s)  Chair(s)  Canopy / Tent  Other: \_\_\_\_\_

### Event Description:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hiring Fair            | <input type="checkbox"/> Youth Event                           | <input type="checkbox"/> Church Sponsored Event |
| <input type="checkbox"/> Elected Official Event | <input type="checkbox"/> Chamber Event                         | <input type="checkbox"/> Veteran Event          |
| <input type="checkbox"/> Resource Fair          | <input type="checkbox"/> Local Government / Municipality Event | <input type="checkbox"/> Other: _____           |

Recurring Event:  Yes  No

Please provide a description for your event (approx. 2-3 sentences):

Requested services:  CareerSource Broward as an exhibitor  Other: \_\_\_\_\_

Total Cost to Participating Job Seeker: \$\_\_\_\_\_ Total Cost to Participating Employers: \$\_\_\_\_\_

Total Cost CareerSource Broward to Participate: \$\_\_\_\_\_

### For internal Use:

Reviewed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Assigned Staff: \_\_\_\_\_

Materials In Lieu of Participation: \_\_\_\_\_ No Materials: \_\_\_\_\_

Please complete and return via email: [events@careersourcebroward.com](mailto:events@careersourcebroward.com)