

Request for Participation at Community Events

This form serves as a request to have CareerSource Broward (CSBD) 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 Start Time: _____ Event End Time: _____

Agency/Organization Name: _____

Contact person: _____ Phone: _____

Fax: _____ Email: _____

In-Person Event

Address/location of event: _____

(Street) _____

City/FL/ZIP _____

Major cross streets: _____

Parking info/fee: _____

Is this event indoor or outdoor? _____

Virtual Event

Online Platform Name: _____

Event Link: _____

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

No. of people expected: _____ Audience: Employers Job Seekers - Age Group: _____

Recurring Event: Yes No

Event Category:

Hiring Fair

Church Sponsored Event

Elected Official Event

Veteran Event

Resource Fair

Local Government / Municipality Event

Youth Event

Other: _____

Chamber Event

Items provided:

Table(s)

Chair(s)

Canopy / Tent

Other: _____

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

Requested services for CSBD:

Exhibitor Presenter - length of time for presentation _____ Other _____

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

Total Cost for CSBD to Participate: \$ _____

For internal Use:

Reviewed by: _____ Signature: _____ Date: _____

Approved: _____ Denied: _____ Assigned Staff: _____

Materials In Lieu of Participation: _____ No Materials: _____ Notes: _____

Please complete and return via email: events@careersourcebroward.com