Is your group hosting an event that you would like for us to attend? The District of Columbia Board of Elections (DCBOE) attends public events based on staff availability, resources, and event logistics. A completed request forms must be submitted a minimum of two (2) weeks prior to the event date. Responses are given within five (5) business days of receipt. Evening and weekend events are considered on a case-by-case basis.

Thank you for contacting the DCBOE.

**EVENT DETAILS**

Date of Request:___________

Organization: ____________________________________________________________

Contact Person: ___________________________________ Telephone:______________

Email:______________________________________________________________

Event Name:________________________________________________________

Description:__________________________________________________________________________

(Example: Health Fair, Youth Event, Farmers Market, Public Meeting, Panel Discussion)

Date: _____________ Time:______________ Arrival/setup time:____________

Location:______________________________

How many people are expected to attend?_______ Is this event held? □ Indoors  or  □ Outdoors

(ALTERNATE DATE)                        

Alternate Date: ____________________________  Time:_________________________  Arrival/Setup Time:____________

**SERVICE REQUESTED**

☐ Voter Registration Drive / Election Worker Recruitment  
☐ Voter Education *(Election Calendar update) / Voting Equipment Demo*  
☐ Voter Education (High School or College Students)  
☐ Outreach packet only *(DCBOE staff attendance not required) OR attendance is less than 40 people*  
☐ Other ____________________________________________

Send request by:
1. Mail: DC Board of Elections – Voter Education and Outreach Division  
   1015 Half Street, SE Suite 750  
   Washington, DC 20003-3654
2. Fax: 202.347.2648  
3. Email: outreach@dcboe.org

For more information, contact Shirley Jackson or LaDawne White at 202.727.2525

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