



District of Columbia Board of Elections EVENT REQUEST FORM



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, Famers 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**