



Special Event/Site Visit Request Form

If your group would like us to attend or promote an upcoming special event or you are interested in having us drop by for a site visit, please complete and submit this form ***no less than two weeks prior to your event*** or requested site visit. While every attempt will be made to attend as many events as possible, please be aware that it may not be possible for us to accommodate all requests.

Group Name
Contact Person
Phone Number
Email
Preferred Method of Contact <input type="checkbox"/> Phone <input type="checkbox"/> Email
Request Type <input type="checkbox"/> Site Visit <input type="checkbox"/> Event Attendance <input type="checkbox"/> Share with Networks
Description of Event
Date & Time
Location
Address

Submit the completed form as an attachment via email to nwilkoff@rjweanfdn.org. If additional details about the event are available on your website or facebook page, please include a link in your email.

Internal Use Only

Mtg Date _____

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Cal _____