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| **birth to 22 chosen proof 2.png** | Engagement Team  Request Form |

Once complete submit this event request form to the Engagement Team co-chair:

Valerie Messineo [vmessine@pbcgov.org](mailto:vmessine@pbcgov.org)

To allow the team ample time to support your event, please provide requests 2-3 months prior to the requested event date.

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| Action Team/Workgroup making the request: | Click or tap here to enter text. | | |
| What Action Area will this event support? | Choose an item. | | |
| Today’s date: | Click or tap to enter a date. | | |
| Type of event being requested: | Click or tap here to enter text. | | |
| What is the purpose of the event/ what are you hoping to accomplish: | Click or tap here to enter text. | | |
| Which of your logic model goals/ progress report priorities would this event support? | Click or tap here to enter text. | | |
| What is Engagement Team’s role in this event?  (select all that apply) | Create flyer  Schedule event  Manage participants via Eventbrite  Logistics & set up/breakdown  Facilitate event  Data analysis  Other: Click or tap here to enter text. | | |
| Location of the event: | Choose an item.  Click or tap here to enter text. | | |
| Preferred time of the event:  (not including set-up/breakdown) | Start time:  End time: | Click or tap here to enter text.  Click or tap here to enter text. | |
| Target audience:  (select all that apply) | Youth  Parents  Community members  Agencies  Birth to 22 teams | | Provide any audience details. |
| Provide any audience details. |
| Provide any audience details. |
| Provide any audience details. |
| Provide any audience details. |
| Other: Click or tap here to enter text. | | |
| How many people are expected to attend this event? | Click or tap here to enter text. | | |
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| Estimated cost: | Click or tap here to enter text. | | |
| (please note at this time, the Engagement Team does provide funding for events) | | | |
| Provide a timeline of dates: | Click or tap here to enter text. | | |
| Any other information you would like to provide: | Click or tap here to enter text. | | |

The Engagement Team will respond to your request within 72 hours of receipt. If you do not receive a response within that time, please send a follow-up email to ensure the request was received.