**NORTH SHORE HEALTH DEPARTMENT COMMUNITY EVENT & EDUCATION REQUEST FORM**

The North Shore Health Department is dedicated to community outreach and education. Each request or event is reviewed individually. Please submit your request at least 45 days in advance. We will try to accommodate shorter notice requests if possible. *\*Indicates a required field*

Please note: A staff member may contact you for more details. Please provide as much information as possible to help us fulfill your request.

**\*TYPE OF REQUEST**

Please be thorough in your requests and describe specifically what program area you are requesting, any secondary options if the type of request cannot be accommodated, etc.\* (check all that apply):

[ ] Brochures/Program Materials Only [ ] Table/Booth (ex. Health Fair)

[ ] Presentation/Speaker [ ] Community Partnership/Collaboration on Future Event

[ ] Testing/Direct Service [ ] Other: Click or tap here to enter text.

**\*ORGANIZATION INFORMATION:**

\*Name of Organization: Click or tap here to enter text.

\*Contact Person: Click or tap here to enter text.

\*Address: Click or tap here to enter text.

\*Phone: Click or tap here to enter text.

\*Email: Click or tap here to enter text.

\*Preferred Contact Method: [ ] Phone [ ] Email

\*Preferred Contact Times [ ] Morning (8a-12p) [ ] Afternoon(12p-4p) [ ] Evening(4p-8p)

**\*TYPE OF ORGANIZATION:**

[ ]  Government [ ]  Non-profit

[ ]  Business [ ]  Media

[ ]  School/Academic Institution [ ] Faith-based Organization

[ ]  Healthcare Organization [ ]  Other: Click or tap here to enter text.

**\*EVENT DETAILS:**

\*Date(s): Click or tap here to enter text.

\*Time (start and end time): Click or tap here to enter text.

\*Name of location and address: Click or tap here to enter text.

\*Purpose of event: Click or tap here to enter text.

\* Please provide a brief description of who the event is meant for, its goals, whether it focuses on teaching or giving away items, and what services will be offered to the public, etc. Click or tap here to enter text.

Age ranges (check all that apply):

[ ]  Early Childhood (Infants & Toddlers) [ ]  School-aged Children & Adolescents (K-12) [ ] Adults

Additional information about event target population (high school youth, adults 55 years and older, parents, etc.):

Click or tap here to enter text.

\*Languages (check all that apply):

[ ] English [ ] Spanish [ ] Other: Click or tap here to enter text.

Number of expected attendees:

[ ] 0-50 [ ] 50-100 [ ] 100-200 [ ] 200-500 [ ] 500+

What other community partners are involved?

Click or tap here to enter text.

\*Special instructions for vendor set-up (including set-up time and provided materials):

Click or tap here to enter text.

\*What amenities will be provided by the event organizers? (check all that apply)

[ ] Wireless internet [ ] Tent [ ] Tables/Chairs

[ ] Meals [ ] Drinks [ ] Other: Click or tap here to enter text.

\*Is media invited to the event? [ ] Yes [ ] No [ ] Unsure

If yes, please describe media organization/POC. Click or tap here to enter text.

\*Please select up to 5 topics for representation:

☐ Community Health Information (Assessments and Improvement Plans)

☐ Emergency Preparedness

☐ Environmental Health (air quality, animal bite/safety, beach health, radon)

☐ Food Safety (Consumer Environmental Health)

☐ Immunizations: Immunization Information/Records

☐ Immunizations: Vaccination Services and Clinics

[ ] Injury Prevention and Safety (Bike Safety (Helmet Fitting, Bike Rodeo), car seat installation, water safety)

[ ] Healthy Aging

☐ Fall Prevention

☐ Lead Prevention and Intervention

☐ Maternal and Child Health: Home Visit (newborn well visit, lactation consultation, parent home visit)

☐ Maternal and Child Health: Safe Sleep

☐ Mental Health and Social Isolation

☐ Public Health Education and Careers (including academic presentations)

☐ Sexual and Reproductive Health: Education (reproductive health instruction, safer sex education)

☐ Sexual and Reproductive Health: Sexually Transmitted Infections (STIs)

☐ Substance Use Prevention and Narcan/Naloxone Training

☐ Other: Click or tap here to enter text.