



Community Education Table Request Form

Please return this form to Emerge **at least one month** before your requested event date. Mail to 2545 E. Adams St. Tucson, AZ 85716, e-mail to outreach@emergecenter.org, or fax to 520.795.1559.

Due to limited resources, we unfortunately cannot fulfill all requests.

Today's Date

Response Requested By (date)

Company/Organization

Contact Person

Address of Event

City

State

Zip

Phone

Email

Event Date(s)

Set up time

Start Time

End Time

Teardown Time

Name of Event (If Applicable)

Estimated Number in Attendance

Expected Audience
(Please be specific; E.g. Children, Clergy, Police Officers , etc.)

The following equipment will be available to Emerge! at this event: (please indicate quantity)

_____ Table(s) _____ Canopy _____ Speakers _____ Electricity
 _____ Chair(s) _____ Projector _____ Laptop / PC

Purpose of event and/or specific topics you would like covered, if applicable (What you would like to learn / what you will use this information for):

Additional comments/notes:

For Internal Use Only:	<input type="checkbox"/> Outlook	<input type="checkbox"/> Comm. Log	<input type="checkbox"/> Follow Up
------------------------	----------------------------------	------------------------------------	------------------------------------