

PUBLIC RELATIONS AND/OR EDUCATIONAL REQUEST FORM		
CALL RECEIVED BY Nannette	DATE RECEIVED 5/18/09	
DATE RECEIVED BY PREVENTION / /	DATE RECEIVED BY OPERATIONS / /	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF NOT APPROVED, WHY NOT?		

SPECIFICS		
CONTACT	ORGANIZATION	
WORK PHONE	CELL PHONE	
HOME PHONE:	EMAIL ADDRESS	
<input type="checkbox"/> TOUR – # OF CHILDREN	AGE RANGE	
<input type="checkbox"/> OTHER (EXPLAIN)		
DATE (M-D-Y): / /	TIME	<input type="checkbox"/> BORING FIRE <input type="checkbox"/> SANDY FIRE

SPECIAL EQUIPMENT REQUESTED				
<input type="checkbox"/> POP UP TENTS	<input type="checkbox"/> TIC	<input type="checkbox"/> SAFETY	<input type="checkbox"/> ENGINE	<input type="checkbox"/> RESCUE
<input type="checkbox"/> FIREFIGHTERS # NEEDED				
<input type="checkbox"/> OTHER				
SHIFT NOTIFIED (IF APPLICABLE) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			DATE NOTIFIED / /	

EVALUATION	
# OF CHILDREN IN ATTENDANCE?	# OF ADULTS?
WAS THE LOCATION APPROPRIATE? COMMENT BELOW <input type="checkbox"/> YES <input type="checkbox"/> NO	
DID WE HAVE ENOUGH STAFF TO COVER THE EVENT? COMMENT BELOW <input type="checkbox"/> YES <input type="checkbox"/> NO	
WERE THE SUPPLIES APPROPRIATE FOR THE EVENT? COMMENT BELOW <input type="checkbox"/> YES <input type="checkbox"/> NO	
SHOULD WE DO THIS EVENT AGAIN? IF NO, WHY NOT? COMMENT BELOW <input type="checkbox"/> YES <input type="checkbox"/> NO	
WHAT COULD HAVE MADE THIS EVENT BETTER? COMMENT BELOW	