



Program/Event Request Form

Basic Information

Event Title	
Purpose	
Date	
Time (please include set up and end time/clean up)	
Deadline to respond	
Location	
Event Contact Person	
Event Contact Phone and EMAIL Address	
Does event host currently offer Red Cross programs?	

Event Information

Event Summary	
Event Activities	
Geographic area covered (ie. local or regional)	
Number of Attendees Expected	
Attendee Demographics	
Will media be present?	
What will be provided by event host (i.e. tables, chairs, food)?	
What are you looking for Red Cross to provide? (i.e. type of material, speaker)	