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

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

Valerie Messineo 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 analysisOther: 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. |
|  |  |
| 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.