



Franklin County Sheriff's Office

Community Event Request

All requests for public appearance, station tours or other community requests require no less than 2 weeks' notice. Once the request is received, it will be processed and a member of the Franklin County Sheriff's Office will contact you. By requesting a public appearance with the Franklin County Sheriff's Office, you agree to allow publication of photos taken during the appearance of all participants unless you notify us in writing at the time of your request.

Organization:	
Contact Person:	Today's Date:
Primary Phone:	Secondary Phone:
Email Address:	
Address of Appearance:	
City:	Zip:
Type of Appearance: <input type="checkbox"/> Child I.D.'s <input type="checkbox"/> Block Watch Meeting <input type="checkbox"/> Station Tour <input type="checkbox"/> Cruiser Show and Tell <input type="checkbox"/> Safety Talk <input type="checkbox"/> Informational (handing out program brochures) <input type="checkbox"/> Recruitment <input type="checkbox"/> Specific Topic Speaker <input type="checkbox"/> Other:	
Reason for the Appearance (Please Be as Detailed as Possible):	
Date of Appearance:	
Beginning Time of the Appearance:	Ending Time of the Appearance:
Number of People Expected:	Age of Participants:
Signature of Person Submitting Request:	
For Administrative Use Only	
Community Relations Supervisor/ Administrative Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Assigned to:	Today's Date:
FCSO Member assigned to this public appearance must make contact with the requester as soon as possible but no later than 72 hours after being assigned this detail.	
FCSO Member Confirming this Request:	
Total Minutes on Assignment:	Total # Attending:
NOTES:	