



Henry County Community Relations
 Fire Safety Education
 Event and Presentation Request Form



Office Use Only	
Station # _____	
Units _____ Engine _____ Rescue _____ Ladder _____ Squad _____ Other _____ Other _____	
Shift _____ A _____ B _____ C _____	
Battalion _____ 1 _____ 2 _____	
Car _____ 1 _____ 2 _____	
Emailed To: # _____ Station # _____ Station # _____ Station _____ Batt. 1 _____ Batt. 2 _____ Car 1 _____ Car 2 _____ Capt. Puckett _____ Other _____ Other _____	
Entered in FD Share Calendar _____ Yes _____ No _____ Date _____ Time _____	

Please provide a minimum of two weeks advance notice when scheduling an event or presentation so that we may accommodate your specific needs. This will allow us the time necessary to notify all fire department participants. On occasion there may be scheduling conflicts. We will make every attempt to accommodate each request on an individual basis.

Note: All fire department emergency vehicles are in service at all times and are subject to respond to emergency calls during events and/or presentations. This may result in a delayed or interrupted appearance and possibly no appearance at all. If this should occur and you wish to reschedule please submit another request and will make every attempt to reschedule your event/presentation. Please be sure to mark "Reschedule."

Name of Organization		
Street Address of Organization		
Mailing Address		
Contact Name	Title	
Office Phone	Cell	Other
Email Address		
Type of Event	Date of Event	Time of Event
Location of Event		
Projected # of Attendees	Age Group	Grade
Date Event was requested	Reschedule ___ Yes ___ No	
Reason for Reschedule _____		
Notes:		

Questions or problems please call Community Relations Division @ 770-288-6600 or fax to 770-288-6776

Submit Request
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