

NYC DEPT OF CITYWIDE ADMINISTRATIVE SERVICES - OFFICE OF CITYWIDE RECRUITMENT

OUTREACH EVENT REQUEST FORM

Agency/organization Name:	
Primary Contact:	Title:
Mailing Address:	
Office Phone:	Mobile:
Email:	Best time to reach you:
Type of event (i.e. Career Fair, Information Session, Workshop, Panel, Resources Fair, etc.):	
Department of Citywide Administrative Services Role (i.e., informational table, presentation, etc):	
Has the event already been scheduled? <input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES", please specify date and time:
If new event, provide desired dates and times. (Please provide at least three dates and times):	
Is there a Program/Flyer: <input type="checkbox"/> YES (Please attach) <input type="checkbox"/> NO	
Event Location:	Is location ADA accessible? <input type="checkbox"/> YES <input type="checkbox"/> NO
Audience (i.e. Youth, LGBTQ, Veterans, People with Disabilities, General Public,etc.):	
Is this event open to the general public?	
Number of guests expected?	How are you marketing this event?
Special request/additional comments:	

Please email completed form to: CitywideRecruitment@dcas.nyc.gov. for Questions call **212-386-1701**. Please allow 48 hours for a response on our participation and next steps. We look forward to partnering with you.