FOR AGENCY USE: Speaker Name_____

NEW YORK CITY
OFFICE OF EMERGENCY MANAGEMENT
READY NEW YORK EVENT REQUEST FORM

Today's Date _____

Type of Event ☐ Presentation ☐ Tabling/Fair ☐ Other _____

Event Date _____ **Event Time:** _____

Requesting CERT Team (Borough and Community District (CD) #) _____

REQUESTING FROM OEM	
Presentation	**Promotion**
Our CERT Team will Cover ☐ Yes ☐ No OEM Presenter Needed ☐ Yes ☐ No CERT Speaker's Bureau Member Needed ☐ Yes ☐ No	Is this event open to the public? ☐ Yes ☐ No List on OEM's Website of public events? ☐ Yes ☐ No Is it open to the media? ☐ Yes ☐ No

Volunteer Name _____

Shipping Address _____

City, State, Zip _____

Telephone _____ **Cell** _____

E-mail Address _____

EVENT LOCATION			
Organization Name		Borough	
Address		CD #	
		In your Team's CD	☐ Yes ☐ No
Contact Person			
Contact Number			

Number of Expected Attendees*		Do you need any other material or equipment other than RNY Guides? (For guides requests, please fill out the RNY Guides request form)
Language or Other Special Need*: *(*Required Field)*		

Please e-mail your request or questions to cert@oem.nyc.gov or fax to (718) 246-6022.

Requests must be received at least two weeks in advance of event date.