



OUTREACH EVENT REQUEST FORM

Agency/organization Name:

Primary Contact:

Title:

Mailing Address:

Office Phone:

Mobile:

Email:

Best time to reach you:

DOF Program of Interest (i.e. Property Taxes, Lien Sale, Rent Freeze Programs, Homeowners Tax Benefits, etc.):

Department of Finance Role (i.e., enrollment, informational table, presentation, training, etc.):

Has the event already been scheduled?

YES

NO

If "YES", please specify date:

If new event, provide desired dates and times. (Please provide at least two dates):

Is there a Program/Flyer/Postcard: YES (Please attach)

NO

Event Location:

Is location ADA accessible?

YES

NO

Audience (i.e. seniors, homeowners, landlords, etc.):

Language Needs (Please let us know of any foreign language needs your audience may have):

Number of guests expected?

How are you getting the word out?

Special request/additional comments:

Please email completed form to: OutreachEvents@finance.nyc.gov or fax to 347-788-4747. For Questions call **212-602-7004**.
Please allow 48 hours for a response on our participation and next steps. We look forward to partnering with you.