



# District of Columbia Board of Elections EVENT REQUEST FORM



Would you like us to attend an event your organization is hosting? The District of Columbia Board of Elections (DCBOE) attends public events based on staff availability, resources, and event logistics. A completed request form must be submitted a minimum of two (2) weeks prior to the event date. Responses are given within five (5) business days of receipt. Evening and weekend events are considered on a case-by-case basis.

Thank you for contacting the DCBOE.

## EVENT DETAILS

**Date of Request:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Description:** \_\_\_\_\_

*(Example: Health Fair, Youth Event, Famers Market, Public Meeting, Panel Discussion)*

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Arrival/setup time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**How many people are expected to attend?** \_\_\_\_\_ **Is this event held?**  **Indoors** or  **Outdoors**

**(ALTERNATE DATE)**

Alternate Date: \_\_\_\_\_

Time: \_\_\_\_\_

Arrival/Setup Time: \_\_\_\_\_

## SERVICE REQUESTED

- Voter Registration Drive / Election Worker Recruitment
- Voter Education (*Election Calendar update*) / Voting Equipment Demo
- Voter Education (High School or College Students)
- Outreach packet only (*DCBOE staff attendance not required*) *OR* attendance is less than 40 people
- Other \_\_\_\_\_

### Send request by:

1. **Mail:** DC Board of Elections – Voter Education and Outreach Division  
1015 Half Street, SE Suite 750  
Washington, DC 20003-3654
2. **Fax:** 202.347.2648
3. **Email:** [outreach@dcboe.org](mailto:outreach@dcboe.org)

**For more information, contact** Shirley Jackson or LaDawne White at **202.727.2525**