



OFFICE OF THE STATE FIRE MARSHAL

Public Relations Request Form



NOTE: PLEASE SUBMIT ALL REQUESTS NO LATER THAN TWO WEEKS PRIOR TO YOUR EVENT

Today's Date:

Organization:

Event Coordinator:

Coordinator Phone:

Email:

Event Title:

Event Date:

Rain Date:

Event Times:

Arrival / Set Up:

Start:

Finish:

Event Address:

Event Location:

Indoors

Outdoors

Sun Shelter / Shade:

Yes

No

Will table be provided?

Yes

No

Will two chairs be provided?

Yes

No

Crowd Size Expected:

Event Description:

Other / Comments:

Please select ONE of the following:

Table Top Display

Presentation - Youth Firesetting Prevention

Mobile Investigative Unit

Presentation - Arson Detection Canine Unit

RETURN FORM TO:

Delaware State Fire Marshal's Office

1537 Chestnut Grove Road, Dover, DE 19904

Email: FM_PR@delaware.gov or rebekah.lepore@delaware.gov

Phone: 302-257-3075 Fax: 302-739-3696

OFFICE USE : *Approved* *Denied* *Signed:* _____ *Date:* _____

Confirmation Call/Email to Event Coordinator

Event Posted on PR Calendar

Staff Assigned & Notified