

Events & Overtime Form

Request

Event

Requestor

Location/Venue

Expected number of Attendees

Dates & Hours

Expected Demographic

PI & E Distributed/Quantity

Banner (s) Distributed/Quantity

Focus Area

Approved # of Hours for each Officer

Number of Officers Requested

Request for Specialty Officer

Additional Notes (comments, instructions, setup/take down)

Lieutenant Section

Assigned To:

Approved By:

Officer's/Employee Reporting Section

Estimated number of people reached

Approximate Number of Attendees

Narrative of Event

How satisfied were you with the following?

	Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied
Venue					
Event					
Event Focus					

Quantity of PI & E returned

Location of PI & E returned

Quantity of Banners returned

Location of Banners returned