



Waco-McLennan County Emergency Management

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Presentation / Public Education Request Form

Presentation _____ **Public Education** _____ **Training** _____

Please fill out the following information and fax/e-mail to Waco-McLennan County Office of Emergency Management. Please allow at least two weeks advance notice. Someone from this office will be in contact with you to finalize arrangements. Thank you for your interest in our programs.

Name of Organization: _____

Address of Organization: _____

Point of Contact: _____

Contact Phone#: _____ Contact E-Mail: _____ Contact Fax#: _____

Topic(s) requested*: _____

Table/Booth requested**: _____ Indoors: _____ Outdoors: _____

How many will be in attendance: _____

What is the age group of the audience? _____

Date Requested for Presentation: Primary: _____ Secondary: _____

Time Requested for Presentation: _____

Address where presentation will be held: _____

For Internal Use Only

Approved _____ **Denied** _____

Assigned to: _____

Received: _____

Processed by: _____

Completed on: _____

Participants in Attendance: _____

*** Possible Discussion Topics Include**

- Homeland Security
- Hurricane Awareness
- Flood Awareness
- Terrorism
- Disaster Preparedness
- Mitigation
- Community Emergency Response Team (CERT)
- Fire Corps
- Local Emergency Planning Committee (LEPC)
- Community Alert System
- Distribution Items Requested _____

****What Items will be provided? i.e., Power, Meals, Cover, etc**
