Crime Prevention Unit: Personnel Attendance Request Form

Requester's Information

Name: _____

Phone number: _____   **Email address:** _____

Name of organization: _____   **Address of organization:** _____

Website: _____

Presentation, Meeting, and Event Information

Date of Request: _____

Event name: _____

Event date: _____

Event location: _____

Event start time: _____

Event end time: _____

Set up time: _____   **Tear down time:** _____

Contact person day of event: _____

Contact person's phone number: _____

Contact person's email: _____

Is this event open to the public: □ Yes   □ No

Estimated number of attendees: _____

Event will be held: □ Indoors   □ Outdoors   □ Both

Further Event Details

Has Crime Prevention Unit participated in this event previously? □ Yes   □ No

Is this a recurring or one-time event? □ Recurring   □ One Time

Targeted age group: □ Families   □ Children   □ Teens   □ Adults   □ Adults 50+   □ All   □ Other _____

Our Purpose: To create the city that we all want to live in and be in.

Crime Prevention Unit | 4949 Canada Way, Burnaby, BC V5G 1M2 | 604-294-7795 | Burnaby.ca

Event description (i.e. fundraiser, etc.)**:**

Staff Involvement

What is the objective of your event?

What role are you looking for the Crime Prevention Unit to play? (i.e. conduct a presentation on a certain topic, attend a community event, etc.)

What is the anticipated length of time unit personnel will be in attendance? _____

Number of unit personnel needed? _____

Is equipment provided by the requester at the event (i.e. tent, table, chairs, and multi-media)**? Describe.**
_____

Attach event poster or any other details ☐ Yes ☐ No ☐ Not Applicable

Thank you for completing this form. Submit this request by email to: crimeprevention@burnaby.ca

Please note the following guidelines:

- Requests will be considered on a first-come, first-served basis.
- We make every effort to answer requests received **six weeks or more** in advance. Requests received after this time will be considered but may not be possible to fulfill.

Office Use Only

Request received by: _____ **Date:** _____

Forwarded to respective unit (named): _____ **Date:** _____

Requester notified by email or phone: ☐ Yes ☐ No **Date:** _____

Crime Prevention Unit events spreadsheet updated post attendance confirmation ☐ Yes

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