

REQUEST RECOVERY INFORMATION AT A COMMUNITY EVENT

Help spread the word about recovery to those affected by Harvey! The City's recovery outreach team is available to attend community events large and small, such as health fairs, food fairs, festivals, Super Neighborhood Meetings, civic association meetings, school events, religious gatherings, and more.

ORGANIZATION INFORMATION

Organization Name

Physical Address

Website (if applicable)

Phone Number Fax Email

POINTS OF CONTACT (POC)

Primary Contact Name POC Role/Title

Phone Number Email

Secondary Contact Name Secondary POC Role/Title

Phone Number Email

EVENT INFORMATION

Please provide at least (3) three to (4) four weeks' notice for upcoming events.

Event Name Event Address

Event Date Event Contact

Start Time End Time Audience Size

Agenda

Event Type

Community Meeting Information Fair
Training Exercise
Other

Audience Type

Senior Persons with Disabilities or Access and Functional Needs
Youth
Other

Resources Provided by Requestor

Tables N° Chairs N°
Laptop TV
DVD/VCR Projector
Other

Comments

Submit this form via email to hcdoutreach@houstontx.gov. We process event request in the order they are received, please allow a minimum of 2-3 business days for request processing. To make a request with less than a two weeks' notice, please contact **Ashley Lawson** at **832-394-5438**

