



NOBLE PARTNERSHIP

The Law and Your Community Program

COUNCIL REQUEST FORM



Event Name: _____ Date: _____

Requestor's Name: _____ Email: _____ Phone: _____

Event Coordinator's Name: _____ Email: _____ Phone: _____

Organization: _____ Co-Sponsor(s): _____

Organization Representative to be present at and responsible for event: _____

Event Description: _____

Will this event generate media coverage? No Yes

Will VIPS be in attendance? No Yes.

Names: _____

EVENT TYPE: Conference Panel
(all that apply) Lecture Other
 Youth Adults

Will food and beverage be served? No Yes Who will provide them?

What is the size of the audience? _____

All logistics including but not limited to location, attendance, marketing, food, beverage, transportation, and audiovisual are the responsibility of the requester. The technology and audiovisual requirements are laptop (PowerPoint software), LCD, and screen.

Please email this form to info@nphchq.org or fax to 404-806-9943.

ALL REQUESTS REQUIRE 60 DAY ADVANCE NOTICE