



Requests must be submitted a minimum of 45 days in advance.

Name of Organization: _____

Address: _____

City: _____ Zip Code: _____

Contact Person: _____

Title: _____ Email: _____

Phone: _____ Fax: _____

Date Request Submitted: _____

Event Details

Type of Event: *please check all that apply*

Health Fair Career Fair Speaker Request Other _____

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Contact (*Day of Event*): _____ Phone: _____

Event Location: _____

Address: _____ City: _____ Zip: _____

Exact Location of Presentation (i.e. room number): _____

Special Parking Instructions: _____

Expected # of attendees: _____

Target Audience: _____

Are you requesting a KP-staffed booth?

Yes No

Set-Up Time: _____ Deadline to confirm participation: _____

Items to be provided by the organization – please check only those that apply:

- Tables
- Chairs
- Canopy
- Electrical Outlet
- Other: _____

Will meals and beverages be provided to volunteers? Yes No

If Yes, please specify what meals will be provided:

Breakfast Lunch Dinner

If No, will there be vendors to purchase food from? Yes No

Speaker Request

Topic to be discussed (i.e. women's health, blood pressure, career info, etc.)

Length of Presentation (i.e. 30 minutes with a 15-minute Q&A):

Will Audio/Visual be available if needed?

Yes No

Additional Information/Comments

Submission does not guarantee approval. We will make every effort to fulfill your request, and you will be notified within 2 weeks. Thank you!