



Community Event Request

Interested in partnering with Me² or looking for additional information? Please complete this event request form so we can better understand your event and how Me² can help. Send completed form to Amy Lord at amyl@weccusa.org or fax to **608.249.0339**.

| | | | |
|---|--|-------|----------|
| Name of event/activity | Contact name | | |
| Mailing address | City | State | ZIP Code |
| Phone | Email | | |
| Community/corporate group requesting | How did you hear about Me ² ? | | |
| Link to event website and/or registration | | | |

Brief explanation of event/activity

Neighborhood affiliation

| | | | |
|---|--|--|--|
| Expected number of attendees/participants | Annual event? <input type="checkbox"/> Yes or <input type="checkbox"/> No | Occurred before? If yes, how many years? | Open to the public? <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| Non-English-speaking attendees expected? | If so, what language? | | |

How will this event be marketed?

Radio advertising Newspaper advertising Online advertising Flyers Email Other:

What Would You Like From Me²?

Please complete the section below that matches the need for your event/activity

| | | | |
|--|--------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Presentation | | | |
| Event date(s) | Event time(s) | Location | Other groups involved? If yes, who? |
| Length | Projector and screen provided? | <input type="checkbox"/> Power available <input type="checkbox"/> Internet available | |
| Topic of presentation | | | |

| | | | |
|--|---|----------------------|-------------------------|
| <input type="checkbox"/> Booth and Booth Staffing | | | |
| Event date(s) | Event time(s) | Set-up time and date | Take-down time and date |
| Space available/table provided | <input type="checkbox"/> Inside event <input type="checkbox"/> Outside event <input type="checkbox"/> Power available <input type="checkbox"/> Internet available | | |
| Event location (facility name and address) | | | |

Number of vendors invited/attending, names if available.