



# Event Request Form for DGS Participation

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Event location: latitude:

longitude:

Date of event:

Time of event:

Name of event:

Location of event:

Event address: *Street*

*City*

*County*

*Zip*

Event sponsor(s):

Registration information/link:

Contact name:

Contact email:

Contact phone number:

Overview information:

*(include purpose of event, audience)*

DGS role requested:  exhibiting  workshop  matchmaking  panelist  speaker  
 on-site certification  other *(describe)*

Projected number of attendees:

Number of DGS staff requested:

Sponsorship cost/exhibiting fee requested:

***All items on this form must be complete before DGS Outreach can submit to management for approval to attend.***

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For DGS use only: **Event #** \_\_\_\_\_ **of** \_\_\_\_\_ **\$** \_\_\_\_\_ **of \$** \_\_\_\_\_ **Overnight?**  Yes  No

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