



California Department of General Services, Procurement Division, Outreach

The Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services commit to helping small and disabled veteran businesses thrive. We assist businesses with certification and access to procurement opportunities through outreach, education and advocacy.

Event Request Form for DGS Participation

Complete one event request form per event

Organization name *(no acronyms)*

Organization mission

Organization address: _____

City: _____ State: _____ Zip: _____

Website: _____

Primary contact name: _____

Phone number: _____ Email: _____

Alternate contact name: _____

Phone number: _____ Email: _____

Name of event: _____

Date(s) of event: _____

Time of event: _____

Location of event: _____

Street address: _____

City: _____ State: _____ Zip: _____

Event host(s): _____

Registration link: _____

Registration Contact Person: _____

Phone number: _____ Email: _____

Overview information *(include purpose of event, audience)*

DGS role requested: Exhibiting Workshop Matchmaking Panelist Speaker*
Other *(describe)* _____

Projected number of attendees: _____

Sponsorship/Participation fee requested: _____
(amount is subject to approval and is not guaranteed)

Does the event provide an opportunity for branding coverage for DGS? Check all that apply.

Opportunity to reach potential suppliers from specific ethnic, gender, disabled veteran groups and underserved geographic locations.

*Offer high visibility for DGS to take a leadership role in key communities and potential speaking opportunity for DGS executive level staff.

Opportunity for DGS to advertise through organization website, program book, marketing material, etc. (to be negotiated)

Other (please specify) _____

Other (please specify) _____

All items on this form must be complete before management can approve to attend.

DGS reserves the right to withdraw from any event due to circumstances beyond our control.

For DGS use only: Amount Approved \$ _____

Submit this form to StrategicPartner@dgs.ca.gov

Department of General Services, Procurement Division • 707 3rd Street, 2nd Floor West Sacramento, CA 95605 Contact • Website <http://www.dgs.ca.gov/pd/Home.aspx>