



# COMMUNITY EVENT PARTICIPATION REQUEST

This form is to be completed by community organizations seeking the participation of the Broward County Office of Economic and Small Business Development in their upcoming events.

## Organization Information:

Organization: \_\_\_\_\_

Primary Contact / Event Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization Type (check one):  For Profit  Non-Profit  Faith-Based Form Submission Date: \_\_\_\_\_

## Event Information:

Event Title: \_\_\_\_\_

Event Date(s) and Time(s): \_\_\_\_\_

Event Type (check one):  Virtual  In-Person Is this event open to the public?  Yes  No

Virtual Event Platform: WebEx Zoom Skype Vimeo Other \_\_\_\_\_

Are there any registration or admission fees to attend or participate? No Yes (if yes, list fee) \$

Login Information (if unavailable, state date it will be provided): \_\_\_\_\_

In-Person Event Location and Address: \_\_\_\_\_

Target Audience: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Describe how this event promotes the [mission](#) of OESBD and Broward County? \_\_\_\_\_

## Type of participation requested:

- Promotional Support
- Collateral Materials / Handouts
- Keynote Speaker / Presenter / Panelist / Moderator
- PowerPoint / Presentation Materials
- Event Planning / Coordination Support
- Sponsorship (In-Kind / Financial) Include Sponsorship Details

At least **30 working days prior** to the event, please **email the completed form** (along with your promotional materials and other relevant event information) to: [CROTargetedOutreach@broward.org](mailto:CROTargetedOutreach@broward.org). Late requests may not be approved.

**For Internal OESBD Use ONLY** (Attach pages as needed)

Primary OESBD Coordinator: \_\_\_\_\_ Date Submitted to CRO Manager: \_\_\_\_\_

Vetted/Approved:  Yes  No **CRO Manager** (Sign & Date): \_\_\_\_\_

Vetted/Approved:  Yes  No **OESBD Director** (Sign & Date): \_\_\_\_\_

Participating OESBD Staff	Action Requested	Confirmed Availability