



Families First

Today's Date: _____

Thank you for your interest in having Families First participate in your event.
Please note that Families First requests a four-week notice of the event to schedule participation.
Unfortunately, we may not be able to fulfill every request due to availability.
Thank you for understanding.

How did you hear about Families First?

TV Social Media Word of Mouth Online: _____ Other: _____

CONTACT INFO:

Organization Name: _____

Address: _____

Organization Contact Person Name: _____

Email: _____ Phone #: _____

EVENT:

Name of Event: _____ Event Date: _____

Event Contact Person Name: _____

Event Location/Address: _____

Special Location Instructions (door entry, parking, etc.)

Indoor / Outdoor Contingency Plan for Inclement Weather: _____

Start Time: _____ End Time: _____ Set-Up Times: _____

Email: _____ Phone #: _____

Type of Event (circle one): Health Fair / Community Fair / Speaker Request / Conference

Description / Mission of Event: _____

How would you like Families First to Participate at your event? _____

*If Speaker Inquiry, what style? Classroom Theater Panel

Expected Number of Attendees: _____ Target Ages: _____

Target Audience: Men Women Children Family Older Adults Professionals

What is Provided:

Table and Size _____ # Chairs _____ Canopy # Meals _____ Free Parking
Power Wifi Projector Screen Computer

Is there a charge to Participate: N _____ Y _____ Cost: \$ _____

Certificate of Insurance Required Y _____ N _____

Has Families First participated before? N _____ Unknown _____ Y _____ Date: _____

Promotion/Advertising Planned _____

Media Coverage: Y / N _____

Will there be "VIP's" in attendance? Names _____

Any other relevant information: _____

Thank you for inviting Families First to participate in your event.

Please e-mail the completed inquiry form to info@familiesfirstindiana.org.