

9-1-1 PUBLIC EDUCATION TEAM REQUEST FORM

Contact: Freddy Marmolejo, Communications Manager  
San Marcos Police Department  
Phone: 512-753-2181 / Fax: 1-855-246-9120

Email completed form to: **AMarmolejo@sanmarcostx.gov**

**\*Request needs to be submitted at least 14 days before the date of event. Event must then be approved by San Marcos Public Education Team. You will receive a confirmation at least 7 days before the event\***

Please let us know what you are looking for our 9-1-1 Public Education Team to focus on:

Your Organization:	Your Name:
Date of Event:	Name of Event Coordinator:
Type of Event:	Phone Number of Event Coordinator:
Location of Event:	Email of Event Coordinator:

**Estimated Number of the Target Audience:**

Adults:	Children:	Senior Citizens:
Spanish Speaking:	Special Needs:	

**Provided Equipment:**

Table/Booth	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Set up for PowerPoint	Yes <input type="checkbox"/>	No <input type="checkbox"/>



**Internal use only:**

Request Form Received on: _____	Shift Supervisor for date of Event notified: _____	Shift Supervisor for date of Event approval: _____
		Communications Manager Notified: _____