

Outreach Request Form

To request a speaker or exhibitor for outreach purposes, please complete this form at least three (3) weeks prior to the event to ensure staff availability. You will be contacted within five (5) business days by our outreach coordinator, Jamila Brown. You can email this form to jambrown@ucdavis.edu or fax it to (530)752-6667.

Section I: Event Logistics

Event Name: _____

Event Date: _____ **Event Time From:** _____ ☐ a.m. ☐ p.m. **To:** _____ ☐ a.m. ☐ p.m.
MM/DD/YYYY

Event Sponsor Organization: _____

Event Contact: _____
First Name Last Name

Organization/Department Title

Phone Number Email

Event Location: _____
Street Address Building/Room Number

City State ZIP Code

Additional information on this event can be found here: _____
(Please include a map of your campus/venue)

Section II: Event Profile

Type of Event: (select one) ☐ College Fair ☐ Presentation ☐ Workshop

Language: (select one) ☐ English ☐ Spanish ☐ Other: _____

Anticipated Number of Attendees: ☐ Under 25 ☐ 25-49 ☐ 50-75 ☐ Other: _____

Audience: (select as many as apply) High School: ☐ Freshmen ☐ Sophomores ☐ Juniors ☐ Seniors

☐ College Students ☐ Professionals/Educators ☐ Parents ☐ Other: _____

Type of Presentation Requested: ☐ PowerPoint ☐ Informal

If a PowerPoint presentation is requested, my organization/department will provide a: ☐ Laptop ☐ Projector

Presentation Topics: (select as many as apply)

☐ General Financial Aid ☐ FAFSA/Dream Act Application ☐ Scholarships

☐ Other: _____

Material Requested: ☐ Handouts ☐ Brochures