



Request for Fire Department Participation

Type of Event:

Station Tour

Classroom Visit

Community Event

Other _____

Grade: _____

Age Group: _____

Date		Station / Shift	
Start Time		End Time	

Location:

Event:

Group / Name	
Point of Contact	
Contact Phone / Email	
Age Range / Grade	
# of Children / Adult	
Special Accommodations	

Services Requested	Notes
Tour of Apparatus	
Bunker Gear Demo	
Equipment Demo	
Flow Water	
Walk thru Apparatus	
Speaker (subject)	

Materials Needed	Subject
Brochures	
Fact Sheets	
Video Tapes / DVD	
Giveaways	
Other	
Take photos; get OK for Twitter & Facebook	

Checked for conflicts in Crewsense staffing
 Email sent to Captain / Lieutenant to confirm
 Tour /visit added to Crewsense
 Confirmed with contact person
 Email forwarded to Lieutenant / Acting Officer making them aware of the event

Instructor / Coordinator: _____

Notes: _____

Number of Classes: _____

Scheduled on Fire Marshal's calendar