

Request for Participation in Community Events

This form serves as a request to have CareerSource Broward participate in your event. Requests should be made at least 3 weeks in advance. Not all requests will be approved.

Event Name: _____

Today's date: _____ Event date/time: _____

Agency/Organization Name: _____

Contact person: _____ Phone: _____

Fax: _____ Email: _____

Address/location of event: _____

Major cross streets: _____ Parking info: _____

Person to report to at event: _____ On-site phone/cell: _____

No. of people expected: _____ Age group: _____

Is this event indoor or outdoor? _____

Items provided: Table(s) Chair(s) Canopy / Tent Other: _____

Event Description:

- | | | |
|---|--|---|
| <input type="checkbox"/> Hiring Fair | <input type="checkbox"/> Youth Event | <input type="checkbox"/> Church Sponsored Event |
| <input type="checkbox"/> Elected Official Event | <input type="checkbox"/> Chamber Event | <input type="checkbox"/> Veteran Event |
| <input type="checkbox"/> Resource Fair | <input type="checkbox"/> Local Government / Municipality Event | <input type="checkbox"/> Other: _____ |

Recurring Event: Yes No

Requested services: CareerSource Broward as an exhibitor Other: _____

Event Fee to Participating Job Seeker: _____ Event Fee to Participating Employers: _____

Event Fee to CareerSource Broward: _____

For internal Use:

Reviewed by: _____ Signature: _____ Date: _____

Approved: _____ Denied: _____ Assigned Staff: _____

Materials In Lieu of Participation: _____ No Materials: _____

Items pick-up by: _____ All Items returned by: _____

Please complete and return via Email: events@careersourcebroward.com