



'GET HEALTHY - STAY HEALTHY' Community Event Participation Request Form

- Health Fair Request
- Speakers Bureau Request
- Health Education Literature Request

Date: _____

Name (organization): _____

Address: _____

Contact person: _____

Contact phone (and/or email): _____

Date of event/program: _____ time (hrs.): _____

Event/Activity Name: _____

Description of activities: _____

Topic: Diabetes Heart Health Asthma Obesity Other: _____

Purpose/audience served: _____

Age ranges: _____ Number of people attending: _____

Other participating agencies: _____

Other services provided: _____

Healthy Richmond Campaign Services Requested: _____

Location of event/program (address): _____

_____ *setup (indoor/outdoor): _____

Parking available: Yes No Provide table with 2 chairs: Yes No

Request received by: phone mail other

Initial request received by: _____

Forwarded to: _____ Date: _____

Program: _____

Check appropriate box: HRC will participate HRC will not participate

Reasons for not participating: _____

GUIDELINES FOR RESPONDING TO COMMUNITY REQUESTS FOR HRC PARTICIPATION

A decision on HRC participation should be made within 5 days. The requesting party should be responded to within 5- 7 days after a community event/presentation request has been received. Activities that will involve multiple programs must be approved by the HRC Planning Team. Completed request forms may be faxed to (804) 646-6035.

Healthy Richmond Campaign SPEAKERS BUREAU REQUEST CRITERIA

Response to requests for Speakers Bureau presentations:

Requests for presentations from the HRC Speakers Bureau will be fielded by or directed to the HRC Planning Team in charge of the service areas that match the presentation/health education topics associated with the request.

All requests will be screened within 5 days to determine if the request will be considered for possible participation. A response should be given to the requesting party within 5-7 days as to whether or not the HRC will participate in their activity.

Criteria for screening Speakers Bureau requests:

The following screening criteria will be used to determine which requests the Speakers Bureau will accommodate.

- **Timeliness** – requests must be received a minimum of 2-weeks from event date.
- **Service match** – specific requests for services/activities should align with outreach objectives and services provided by the HRC.
- **Resource availability** – determine if HRC personnel and resources are available to comply with the request (would this be an effective use of resources?).
- **Date availability** – are HRC personnel/resources available for the date/time requested?
- **Target audience** – Is the event audience one that we want to connect with, and will numbers of people attending the event be sufficient to make our participation worthwhile?
- **Event sponsor** – requesting party should represent a creditable organization; there should be evidence that their event is well-planned and organized.

Confirmed participation:

When a decision is made to comply with a Speakers Bureau request, the responding (or assigned) person(s) will communicate with the requesting party and coordinate HRC participation. This includes scheduling of HRC staff and providing a professional display/presentation and/or services appropriate to the event or activity. An evaluation form should also be completed following participation in each presentation.