



District of Columbia Board of Elections

EVENT REQUEST FORM



The District of Columbia Board of Elections (DCBOE) attends public events based on staff availability, resources, and event logistics. A completed request form must be submitted a minimum of two (2) weeks prior to the event date. Responses are given within five (5) business days of receipt. Evening and weekend events are considered on a case-by-case basis. Thank you for contacting the DCBOE.

EVENT DETAILS

Date of Request: _____

Organization: _____

Contact Person: _____ Telephone: _____

Email: _____

Event Name: _____

Description: _____

(Example: Health Fair, Youth Event, Farmers Market, Public Meeting, Panel Discussion)

Date: _____ Time: _____ Arrival/setup time: _____

Location: _____

How many people are expected to attend? _____ Is this event held? Indoors or Outdoors

(ALTERNATE DATE)

Alternate Date: _____

Time: _____

Arrival/Setup Time: _____

SERVICE REQUESTED

- Voter Registration Drive / Election Worker Recruitment
- Voter Education (*Election Calendar update*) / Voting Equipment Demo
- Voter Education (High School or College Students)
- Outreach packet only (*DCBOE staff attendance not required*) or attendance is less than 40 people
- Other _____

Send request by:

1. **Mail:** DC Board of Elections – Voter Education and Outreach Division
1015 Half Street, SE Suite 750
Washington, DC 20003-3654
2. **Fax:** (202) 347-2648
3. **Email:** outreach@dcboe.org

For more information, contact the Voter Education and Outreach Division at **(202) 727-2525**