



# ONSLow COUNTY Health Department

612 College St.  
Jacksonville, NC 28540  
www.onslowcountync.gov/health

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Health Director

Phone: (910) 347-2154

## Community Outreach and Education Request Form

Requests must be made **at least 14 days** prior to the date of the event.

Agency/Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address/Location of Event: \_\_\_\_\_

Description of People attending event: \_\_\_\_\_

Estimated number of people who will attend event: \_\_\_\_\_

What are your goals for this event? \_\_\_\_\_

Is this event a new event?  Yes  No If no, how many years in existence?: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

List information you would like to have presented at the event: \_\_\_\_\_

Format:  Booth  Class (Interactive)  Educational Literature Only (no OCHD staff present)  
 Presentation (Lecture)  Other Request: \_\_\_\_\_

Which of the following will be provided?  Table(s)  Chair(s)  Canopy  Projector/ TV Screen

*The staff of the Health Education and Promotion division of the Onslow County Health Department will strive to honor as many requests as possible. However, we cannot guarantee that all requests will be accepted, as we are limited by previously scheduled events and/or the availability of staff. If we are unable to meet your needs with our presence at your event, but desire information and brochures regarding our services to distribute at the event yourself, please call (910) 989-3943. We will acknowledge your request within three (3) business days. A final decision on your request will be made within seven (7) business days.*

Please email this completed request form back to [Lin\\_McDevitt@onslowcountync.gov](mailto:Lin_McDevitt@onslowcountync.gov).

### For Staff Use Only

Received on/by:	Acknowledged on/by:	Final Decision on/by:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reason (if denied):			Staff Assigned:

Community Education and Outreach Policy—Reference B



**The trusted provider of high quality, integrated services  
ensuring success for our community by building better lives.**