



Darin Balaam, Sheriff

WASHOE COUNTY SHERIFF



Completion of this form is a request **only** and does not guarantee the Sheriff's Office will be able to fulfil the request. All requests must be submitted in writing on this form. Requests must be received at least **4 weeks** prior to the event. Please Note: Staff & Resources may be cancelled at the last minute due to emergency call-outs, staffing levels and/or inclement weather. The Sheriff's Office personnel/apparatus must be positioned for immediate egress from any event in case of an emergency.

Name of event	
Date of event	
Time of event (when do we need to be there, when should we plan to leave or tear down?)	
Location of event (please also include whether it's inside or outside)	
Who is our contact person with your organization/event and their contact information (email and phone number)	
Who and What do we need to bring? (tent, table, vehicles, specific teams, giveaways, safety information?)	
Description of event – what What is the purpose of this event?	
Who <i>Who is this outreach for?</i> <i>How many will be expected to attend?</i> <i>What are the ages?</i>	
Message – what <i>What is our purpose or what do you hope to achieve by having the Sheriff's Office participate at this event?</i>	
Will someone from your organization be at the event to take pictures? If so, would you be able to send them ASAP to? Sheriff-Communityengagement@washoecounty.us	

Can we post photos and information on your event on our social media accounts?	

Community Engagement Office Contact Information:

Phone: 775-785-6228

Fax: 775-785-4334

Email: Sheriff-Communityengagement@washoecounty.us