



**Houston Department of  
Health and Human Services**

**Event Participation Request Form**

Any community event that request HDHHS support and its resources must adhere to the following:

- Written request must be submitted thirty (30) days prior to the event helps to better ensure HDHHS support.
- Request form should be filled out with as much information as possible.
- Submit request by fax to (832) 393-5236 or email to: [hivstdvhtraining@houstontx.gov](mailto:hivstdvhtraining@houstontx.gov)

HDHHS Notification:

- HDHHS will respond to request within 72 hours of receipt of a request.
- HDHHS will preview site(s) of approved event if applicable.
- HDHHS will confirm materials to be provided.
- HDHHS will assign a contact person for the event.
- See HDHHS event request form below.

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**Event Participation Request form**

How many attendees are anticipated? \_\_\_\_\_

Event Date & Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location/Address: \_\_\_\_\_

Please check off all that apply:

Presentation       Health Fair       Testing       Other

If you checked "Other" please describe: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

For office use only:

Referred to: \_\_\_\_\_

Disposition: \_\_\_\_\_

Please return to the Bureau of HIV/STD and Viral Hepatitis Prevention by fax (832) 393-5236 or email to [hivstdvhtraining@houstontx.gov](mailto:hivstdvhtraining@houstontx.gov).

Thank you!