****

|  |
| --- |
| **PLEASE NOTE:** ***Requests*** for an event and/or presentation **must** be within the **city limits of Houston**. All requests for specialized divisions such as SWAT, K-9 and Mounted must be made by directly contacting those divisions. For contact information call 713-308-3200. All Fields Are **MANDATORY**. |

**PROGRAM REQUEST FORM**Click on the Drop-Down Menu to Request a Presentation:

Choose an item.

Click on Choose an item to display drop-down menu

Please fill out all information below so that we may provide the best presentation for you.

Name of the Requestor: Click here to enter text. Contact Number: Click here to enter text.

Secondary Number: Click here to enter text. E-Mail Address:

Name of Organization/Business/School: Click here to enter text.

Event Address with Zip Code: Click here to enter text.

Date of Event/Presentation: Click here to enter a date. Day: Choose an item.

**\*\*\*\*\* All requests must be submitted at least three (3) weeks (21 days) prior to the event and no more than sixty (60) days before the event\*\*\*\*\***

Start Time: Click here to enter text. End Time: Click here to enter text.

Approximate Age of Group: Click here to enter text.

Approximate Number of Attendees: Click here to enter text.

Are you able to facilitate a Power Point Presentation: Click here to enter text.

***Please note below for any Weekend Events and/or After-Hour Events (after 4 p.m.) will be forwarded to the patrol station near your event:***

**Requesting an Event/Presentation does not guarantee that we will be able to fulfill your request. The Office of Community Affairs does not staff requests on scheduled City Approved Holidays or Outside the city limits of Houston. Please contact our office if you have any questions at 713-308-3200. Once the form is completed, please save in Word Format and E-mail the request to** [**HPD.communityservices@houstonpolice.org**](mailto:HPD.communityservices@houstonpolice.org)**. \*\*You will be notified by e-mail or phone if we are able to attend the event and/or presentation. The Office of Community Affairs will not be able to fulfill requests for private events and/or parties. If we are unable to fulfill your request, please consider reaching out to your local precinct for assistance.**

**Comments:**

**Please read this document in its entirety. Any requests not meeting ALL of the above requirements will not be considered and will be removed/cancelled.**