



### Event or Program Request Form

Thank you for your interest in having a Kansas Forest Service staff member at your event or educational program. Please fill out and submit this form **at least 8 weeks prior** to your requested presentation or event date.

Organization Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event/Presentation Date: \_\_\_\_\_

Please tell us more about the event:

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What is the anticipated attendance of the event: \_\_\_\_\_

What other organizations are invited to this event:

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Who is the target audience for the event:

(Youth, landowners, industry etc.)

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Please describe the role of our staff at this event:

(Presentation, working at a booth etc.)

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Where is your event located? Include address and any directions that will assist our staff in finding you.

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Other information you would like us to know:

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**Please complete and e-mail this form to [kfs@ksu.edu](mailto:kfs@ksu.edu) at least 8 weeks prior to the event date.**

**Submission of this form does not guarantee that we will fulfill your request. Anticipated attendance numbers, staff availability and event topic will determine our ability to fulfill this request. We will make every effort to accommodate your request and appreciate your cooperation.**