



SHARON WESTON BROOME  
MAYOR-PRESIDENT

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*East Baton Rouge Parish*  
**MAYOR'S OFFICE OF HOMELAND SECURITY  
AND  
EMERGENCY PREPAREDNESS**

## PRESENTATION REQUEST FORM

Please fill out the following information and fax to **(225) 389-2114**. Please allow at least two weeks advance notice. Someone from this office will be in contact with you to finalize arrangements. Thank you for your interest in our program.

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

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

Contact Fax Number: \_\_\_\_\_

Topic(s) requested: \_\_\_\_\_

How many will be in attendance: \_\_\_\_\_

What is the age group of the audience? \_\_\_\_\_

Date Requested for Presentation: \_\_\_\_/\_\_\_\_/\_\_\_\_ Alternate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Requested for Presentation: \_\_\_\_\_

Address where presentation will be held (if different from above): \_\_\_\_\_

**For Office Use Only**

**Approved**  **Denied**

Assigned to: \_\_\_\_\_

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed by: \_\_\_\_\_

Completed on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Participants in Attendance: \_\_\_\_\_

**\*Possible Discussion Topics Include:**

- f* Hurricane Awareness
- f* Homeland Security
- f* Flood Awareness
- f* Terrorism
- f* Weapons of Mass Destruction
- f* Disaster Preparedness
- f* Mitigation
- f*

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