Presentation/ Demonstration Request Form

This box is to be filled in by the Person requesting presentation / demonstration
(Shaded boxes below is for University Police use. Use back of paper if more room is needed)

**Topic** of presentation/demonstration: ______________________________________________________

**Any Specific Areas of Concentration?**: ____________________________________________________

**Date of presentation:** / /  **Starting Time:**  **Ending Time:**

**Location** of Presentation: ________________________________________________________________ Room #

Name of Organization, Club, Group if applicable: ______________________________________________

**Any Special Preferences** (Specific Officer*, audio/visual aids, lecture vs interactive, etc.):

_______________________________________________________________________________________

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*We will attempt to schedule the presenter/officer you request; however, this may not always be possible. If you feel strongly about having a particular officer/presenter for your event, please explain above.

**Your Name:** __________________________________________ **Phone #: ( )** - **Email:** __________

**Address/ Office Location:** ________________________________________________________________ **Date Submitted:** / /

Fitchburg State University Police Response to Requesting Person

_________________________________________ has been assigned to do your presentation/ demonstration.

If you need to speak with this person s/he may be contacted at: _____________________________

Approved by: ___________________________ on / /

______________________________