

## Community Outreach Activity Request

### Activity / Program

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Organization Contact Information

Organization/Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Registered Non-Profit Organization?  Y  N

Mailing Address: \_\_\_\_\_

### Target Audience

Description (who will attend this activity/program reach):

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Reach (approximate attendance/participation):

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### Event Information

History (describe previous activities/programs - include years in existence):

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Event Description (provide information on the purpose and objectives of this activity/program):

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Contribution Request

Service Contribution (e.g. personnel hours, materials, equipment):

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Financial Contribution: \$ \_\_\_\_\_

**Direct forms and inquiries to** <<*Insert name here*>>

**E-mail:** xxx.xxx@austinenergy.com

**Fax:** 322-xxxx

**Mail:** 721 Barton Springs Rd, Austin, TX 78704