



# Request Recovery Information at a Community Event

Help spread the word about recovery to those affected by Harvey! The City’s recovery outreach team is available to attend community events large and small, such as health fairs, food fairs, festivals, Super Neighborhood Meetings, civic association meetings, school events, religious gatherings, and more.

## Organization Information

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

Website \_\_\_\_\_

Physical Address \_\_\_\_\_

## Points of Contact (PoC)

Primary Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Backup Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Event Information *Please provide at least one week’s notice for upcoming events.*

Proposed Event Name \_\_\_\_\_

Date	Start Time	End Time
_____	_____	_____

Event Location Address \_\_\_\_\_ Zip Code \_\_\_\_\_

## Requested Recovery Team Activities

<input type="checkbox"/>	Presentation	Comments and Additional Information: _____ _____ _____
<input type="checkbox"/>	Recovery Handouts	
<input type="checkbox"/>	Staff Presence	
<input type="checkbox"/>	Assistance with Harvey Recovery Survey	
<input type="checkbox"/>	Other:	

Submit this form via email to Sue Southon and Ellary Makuch at [sue.southon@icf.com](mailto:sue.southon@icf.com) and [Ellary.makuch@houstontx.gov](mailto:Ellary.makuch@houstontx.gov). To make a request with less than a week’s notice, please contact Sue at 248.895.4411.