

Date of submission _____	Contact name _____
Name of event _____	Phone or Email _____
Date of event _____	_____

SCES asset(s) requested (eg. fire truck, Sparky, etc.):**About the Event**

1. Does this event support a charity? Yes No N/A

If so, which one? _____

2. Where will the event be held? Please include address.

3. What is the purpose of the event? Please provide details.

4. Are the public invited to attend? Yes No N/A

What is the admission fee? _____

5. What are the hours of the event? _____

6. Will alcohol be served at the event? Yes No N/A

7. Is this an annual event? Yes No N/A

If yes, how many years has it been taking place? _____

8. Has SCES attended this event previously? Yes No N/A

9. Are there any special guests or groups invited? Yes No N/A

Who? _____

10. Have the media been invited? Yes No N/A

SCES asset appearance requests need to be received a minimum of one month prior to the event. Please send all requests to emergencyservices@strathcona.ca. You will be contacted either by phone or email with the decision.

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Strathcona County's Public Relations programs. If you have questions regarding the collection, use or disclosure of this information contact the Communications and Marketing Specialist, Emergency Services, Strathcona County at 780-467-5216.