



# DC OFFICE OF CAMPAIGN FINANCE

## EVENT REQUEST FORM



Is your group hosting an event that you would like for us to attend? The District of Columbia Office of Campaign Finance (OCF) attends public events based on staff availability, resources, and event logistics. A completed request form must be submitted a minimum of two (2) weeks prior to the event date. Responses are given within five (5) business days of receipt. Evening and weekend events are considered on a case-by-case basis.

Thank you for contacting the OCF.

### EVENT DETAILS

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Description: \_\_\_\_\_

(Example: Health Fair, Youth Event, Farmers Market, Public Meeting, Panel Discussion)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival/Setup Time: \_\_\_\_\_

Location: \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_ Is this event held?  Indoors or  Outdoors

### (ALTERNATE DATE)

Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival/Setup Time: \_\_\_\_\_

### SERVICE REQUESTED

- Fair Elections Program
- Traditional Financing Program
- Outreach packet only (*OCF staff attendance not required*) or attendance is less than 40 people
- Other

### **Send request by:**

1. Mail: Office of Campaign Finance | 1015 Half Street, SE, Suite 775 | Washington, DC 20003
2. Email: [ocf@dc.gov](mailto:ocf@dc.gov)

For more information, contact **Deloris Ramsey** at (202) 671-0552