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

**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

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