PROGRAM REQUEST FORM
Submit your request at least 30 days in advance

To request a Fire Station Tour, Firefighter and Engine show and tell Static Display, or Public Educator-led Safety Training, complete this form and return it to the Community Services Division.

To submit your request fill out this form, and either email completed form to communityservices@metrofire.ca.gov or fax to 916-859-3717.

For Fire Engine requests provide a parking location with easy entry/exit capabilities.		**Business / Organization/ Event Information:** **Please type or print**	
I am requesting, choose one:		Business Name:	
These requests are scheduled at 10:00am or Later. **Remember:** Firefighters are on duty and may need to leave quickly if they receive a 9-1-1 call	☐ Fire Station Tour	Event Name:	
	☐ Fire Fighter and Engine "Show and tell" Presentation: Explains safety clothing and fire engine	Address:	
		No. of children attending:	No. of adults attending:
	☐ Fire Fighter and Engine attend an event: drive in parade, display at Safety fair- Max. 2 hrs.	Reason for your request:	
Public Educator led	☐ Safety Training: Fire extinguisher, evacuation, wildland preparedness, emergency preparedness.	**Contact Information**	
		Name:	
		Email:	
		Office Phone#:	Cell#:
		Cell Phone#	Fax #:

Provide requested Date & Time of tour or event after 10:00am, Events are scheduled for Max. of 2 hrs.				
Date:	Time:		Date	Time
Choice 1:		Choice 4:		
Choice 2:		Choice 5:		
Choice 3:		Choice 6:		

Used by Community Services Personnel only.		
Program Date:	Program Time:	Assigned To: Station & Shift
Subjects to Discuss:		

Paperwork emailed to: ☐ Battalion Chief: _____ ☐ Captain: _____ ☐ CS

☐ Entered in Ops Calendar   ☐ Spreadsheet   ☐ Save in CS folder   ☐ File