

EVENT SCHEDULE FORM

If you would like to schedule an event with Newport Fire, please fill out the following form and email it to: [c.stover@newportoregon.gov](mailto:c.stover@newportoregon.gov).Please remember to include all information. Once received, you will be contacted to confirm within a few days.

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| --- | --- |
| Event: | Location: |
| Organizer: | Phone No. |

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| --- | --- | --- |
| **Event Date:** | **Starting Time:** | **Ending Time:** |

What resources are you requesting for this event? (Fire Engine, Firemen, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you need us to do at your event? (Training, speaking to an audience, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Newport Fire Use only

|  |  |
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| Date Scheduled: | Date Confirmed with Customer: |
| Scheduled By: | Room Reserved or Address Scheduled: |