



Community Safety

Crime Prevention Services: Personnel Attendance Request Form

Requester's Information

Name: _____

Phone number: _____

Email address: _____

Name of organization: _____

Address of organization: _____

Website: _____

Presentation, Meeting, or Event Information

Date of Request: _____

Contact person day of event: _____

Event name: _____

Contact person's phone number: _____

Event date: _____

Contact person's email: _____

Event location: _____

Is this event open to the public: ☐ Yes ☐ No

Event start time: _____

Estimated number of attendees: _____

Event end time: _____

Event will be held: ☐ Indoors ☐ Outdoors ☐ Both

Set up time: _____ Tear down time: _____

Further Event Details

Has Crime Prevention Services participated in this event previously? ☐ Yes ☐ No

Is this a recurring or one-time event? ☐ Recurring ☐ One Time

Targeted age group: ☐ Families ☐ Children ☐ Teens ☐ Adults ☐ Adults 50+ ☐ All ☐ Other _____

Our Purpose: To create the city that we all want to live in and be in.

Event description (i.e. fundraiser, etc.):

Staff Involvement

What is the objective of your event?

What role are you looking for Crime Prevention Services to play? (i.e. conduct a presentation on a certain topic, attend a community event, etc.)

What is the anticipated length of time for Crime Prevention personnel in attendance? _____

Number of Crime Prevention personnel needed? _____

Is equipment provided by the requester at the event (i.e. tent, table, chairs, and multi-media)? **Describe.**

Attach event poster or any other details ☐ Yes ☐ No ☐ Not Applicable

Thank you for completing this form. Submit this request by email to: crimeprevention@burnaby.ca

Please note the following guidelines:

- Requests will be considered on a first-come, first-served basis.
- We make every effort to answer requests received **six weeks or more** in advance. Requests received after this time will be considered but may not be possible to fulfill.

Office Use Only

Request received by: _____ **Date:** _____

Forwarded to respective department: _____ **Date:** _____

Requester notified by email or phone: ☐ Yes ☐ No **Date:** _____

Crime Prevention Services events spreadsheet updated post attendance confirmation ☐ Yes