



# CEDRIC GILES | COOK COUNTY CLERK

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## COMMUNITY OUTREACH REQUEST FORM

Thank you for your interest in having the Cook County Clerk's Office attend your organization's event to present one of our key services. All requests are reviewed as they are received, and a Clerk's Office representative will contact you as soon as possible.

To coordinate a presentation for your organization. Please complete this form and mail, email or fax it to the number below.

<b>SEND TO ATTENTION OF:</b>	<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>	<b>FAX NUMBER:</b>
ROBIN STAGGERS	robin.staggers@cookcountyil.gov	(312) 603-3974	(312) 603-2062

### EVENT & VENUE INFORMATION/LOGISTICS

<u>DATE OF EVENT</u>	<u>EVENT TIME (FROM - TO)</u>	<u>IN-PERSON OR VIRTUAL</u>
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<u>NAME OF VENUE</u>	<u>FULL VENUE ADDRESS WITH CITY, STATE AND ZIP CODE</u>
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### INFORMATION OF EVENT CONTACT PERSON

<u>ORGANIZATION NAME</u>	<u>CONTACT NAME</u>	<u>CONTACT TITLE</u>
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<u>CONTACT EMAIL ADDRESS</u>	<u>ORGANIZATION PHONE</u>
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### EVENT DETAILS & WORKSHOP REQUESTED

The Clerk's Office offers the following Community Outreach services, please select the one your organization is requesting

Property After Death  
(Estate Planning)

Property Fraud  
Prevention

Military Veterans  
Discount Cards

Elections

Tax  
Services

Vital  
Records

NUMBER OF PARTICIPANTS

PLEASE CHECK WHICH OF THE FOLLOWING APPLY TO THE VENUE

<input type="checkbox"/> PROJECTOR (HDMI)	<input type="checkbox"/> PROJ. SCREEN	<input type="checkbox"/> LAPTOP (HDMI)
<input type="checkbox"/> SOLID WALL (PROJ)	<input type="checkbox"/> EXTENSION CORD	<input type="checkbox"/> OUTLETS
<input type="checkbox"/> WI-FI (SEC/UNSEC.)	<input type="checkbox"/> SETUP TABLE	<input type="checkbox"/> MICROPHONE/PA

**CHECK ONE:**      Webinar      Video Conf.      In-Person      LINK:      PASSCODE:

### FOR CLERK'S OFFICE USE ONLY

<u>DATE RECEIVED</u>	<u>DATE CONFIRMED</u>	<u>PRESENTER/STAFF</u>	<u>MATERIALS</u>	<u>CONTACTED ORG</u>
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<u>PROMOTION</u>	<u>PLACED ON CAL</u>	<u>VOLUNTEERS</u>	<u>SURVEY SENT</u>	<u>FOLLOW-UP</u>
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