

COBB COUNTY SHERIFF'S OFFICE

PUBLIC SAFETY BUILDING + 185 ROSWELL STREET + MARIETTA, GA 30090-9650
 TELEPHONE (770) 499-4600 + FAX (770) 499-4797



CRAIG D. OWENS, SR.
 SHERIFF

RHONDA W. ANDERSON
 CHIEF DEPUTY

GINA V. HAWKINS
 ASSISTANT CHIEF

COMMUNITY ENGAGEMENT - EVENT REQUEST FORM

Event Date*		Event Time*		Start Time of Remarks	
Attire Formal/Business/Casual				Length of Remarks	
Event Name			Event Topic		
Sponsoring Organization			Sponsoring Organization Website		
Nature of Organization/Mission					
Event Location Parking Instructions, Etc. (if address is hard to find, please provide detailed directions)					
Suggested Topic of Remarks			Introduced by Or Self Introduction		
Contact			Contact Position/Title		
Contact Phone Work			Contact Phone Cell		
Contact Email					
The role of the Community Engagement Team at the event					
<input type="checkbox"/> Featured/Keynote	<input type="checkbox"/> Brief Remarks/Greetings	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Recognized Guest		
Event Includes					
<input type="checkbox"/> Breakfast <input type="checkbox"/> Buffet <input type="checkbox"/> Plated	<input type="checkbox"/> Lunch <input type="checkbox"/> Buffet <input type="checkbox"/> Plated	<input type="checkbox"/> Dinner <input type="checkbox"/> Buffet <input type="checkbox"/> Plated	<input type="checkbox"/> Reception		
Audience Size & characteristics					
Other officials or special guests					
Key People Attending					
Media Organizations Attending					

“ONE TEAM, ONE FIGHT!”
www.cobbsheriff.org

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Please email the completed form to SOCommunityEngagement@cobbcounty.org for scheduling.

Community Engagement Team Additional Notes:

Personnel Required (Units):

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