

# South Florida National Parks Community Outreach Request Form

National Park Service  
U.S. Department of the Interior



Note: This form is to be filled out for outside park activities ONLY.

Person completing form: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Park: \_\_\_\_\_

Group/Organization Calling: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number 1: \_\_\_\_\_

City: \_\_\_\_\_ Contact Number 2: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Request:                      Talk                      Career Day                      Event                      Other

Program Details: \_\_\_\_\_

**Reservations must be made at least three weeks in advance of program date.**

Requested date: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Program time: \_\_\_\_\_ 2<sup>nd</sup> choice: \_\_\_\_\_

Size of Group (min. 15): \_\_\_\_\_ Ages/Grades: \_\_\_\_\_

Off-site Location/Address: \_\_\_\_\_

\_\_\_\_\_

Please send completed form to Sabrina Diaz via fax at 305-242-7757, email to [sabrina\\_diaz@nps.gov](mailto:sabrina_diaz@nps.gov), or Inter-office mail to: Sabrina Diaz at EVER, P.I. Interpretation

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## DO NOT FILL OUT

Materials Sent: Maps: \_\_\_\_\_ Newspaper: \_\_\_\_\_ Pre-Activities: \_\_\_\_\_ Ever Online: \_\_\_\_\_

Other: \_\_\_\_\_

Props Needed: \_\_\_\_\_ AV Equipment Needed: \_\_\_\_\_

Program Assigned to: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Comments:

Evaluation Sent:

Evaluation Received: