



Saturday Event

### Outreach Event / Presentation / Tour Request Form

Email to: [cityoutreach@sdccd.edu](mailto:cityoutreach@sdccd.edu)

**Please allow at least 5 business days prior to your request.**

Community Event/Tabling\*    Classroom Presentation\*    Tour\*\*

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone and Email: \_\_\_\_\_

*\*(For events and presentations)*

Location to report: \_\_\_\_\_

Is this a formal event?    Yes    No

Program duration: \_\_\_\_\_ Group size: \_\_\_\_\_

Special topics to be covered: *(i.e. AB540, FAFSA, placement exams, etc.)*

\_\_\_\_\_  
Description of duties /directions:

*\*\* (For campus tours)*

Special department interests: *(Nursing, Radio & Television, Cosmetology, Photography, etc.)*

\_\_\_\_\_  
Group size: \_\_\_\_\_

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#### *(Office Use Only)*

#### Scheduling:

Confirmed    On calendar   Date posted: \_\_\_\_\_ Initials: \_\_\_\_\_

Ambassador(s) notified   Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Assigned ambassador(s):

\_\_\_\_\_

Number of students served: \_\_\_\_\_