

OUTREACH PLANNING GROUP

SPEAKER / VENDOR REQUEST FORM

You can use this form to invite DOH-Broward or community organizations to participate at your health event. You can request us to set up information tables, perform screening tests or send a public speaker.

Please complete the form and email to Vanice.Rolle@flhealth.gov or Hedwige.Pierre@flhealth.gov. DOH-Broward will contact you upon receipt. Submit two months or more in advance of your scheduled event.

DOH-Broward or other organizations will contact you if they can fulfill your request(s). If you have not received a response, please call Vanice.Rolle@flhealth.gov or 954-595-5741; Hedwige.Pierre@flhealth.gov or 954-595-5734; or Sandria.Kashif@flhealth.gov or 954-595-5742.

Today's Date:	
Day and Date of Event:	
Name of Event:	
Location of Event:	
Address of Event:	
Time of Event:	From: _____ To: _____
Vendor Setup Time:	
Day of Event Phone Number:	
Purpose of Event:	
Target Audience:	
Expected Number of Attendees:	
Main Language (Other than English):	
Age Group of Attendees:	
Number of Attendees Last Year:	
Event Sponsor(s):	
Lead Organization:	
Main Event Planner's Name:	
Event Planner Phone Number:	
Event Planner Email Address:	
2nd Contact Person (if any):	
2nd Contact Phone Number:	
2nd Contact Email Address:	

Please check boxes in the table below to list the topics and services you are requesting for your event. Participants may come from DOH-Broward or community organizations.

Topic(s)	Educational display table	Screenings /testing	Speaker
Blood Drive Van			
Broward Healthy Start Coalition			
Blood Pressure and Cholesterol			
Breast and Cervical Cancer			
Cancer (Specify)_____			
Child Abuse Prevention Services			
Dental			
Diabetes			
Disaster Preparedness			
Disability			
Domestic Violence			
Drowning Prevention			
Early Intervention Services (infants/toddlers)			
Environmental Health (Specify)_____			
Family Planning			
Food Distribution			
Health Insurance Information and Enrollment (ACA)			
Healthy Eating and Physical Activity			
Heart Disease			
Hepatitis			
HIV/AIDS			
Homelessness Services			
Immunizations (Adult)			
Immunizations (Childhood)			
KidCare Health Insurance for Children			
Kidney Health			
Liver Health			
Local/City/County/Municipality			
Maternal Health			

Mental Health			
Mobile Health Van			
Police/Fire Department			
Sexually Transmitted Diseases			
Substance Use/Prevention			
Teen Dating Violence Prevention			
Tobacco Prevention and Cessation			
Tuberculosis			
WIC (Women, Infants, and Children)			
Other (Specify)			

SITE ACCOMMODATIONS FOR HEALTH PROVIDERS (VENDORS)

	YES	NO
Indoor		
Outdoor		
Is setup assistance available?		
Is shelter from the rain/sun available?		
Is a tent provided?		
Are restrooms available?		
Is there a private area for confidential screening?		
Is electricity available?		
Is audio/visual equipment available?		
Is refrigeration available?		
Is there a charge for parking?		
Do you provide tables and chairs for vendors?		
If yes, what size table?		
If yes, how many chairs?		
Do you charge a vendor fee? Please list fee amount(s). _____		
Do you waive fees for nonprofit organizations? (Note: DOH-Broward has no budget to pay fees.)		

MARKETING INFORMATION

	YES	NO
Are you coordinating with other organizations?		
List which organizations:		
Is the event open to the public?		
Is entertainment provided?		
Are refreshments provided?		
Are children's activities provided?		
Will you promote event with ads (print, radio, TV, social media)?		
Will you issue news releases to promote the event?		
Will you conduct street outreach to promote the event?		
Will you distribute posters or flyers in the community?		
If you would like to include the DOH logo on your flyer or other marketing materials, approval is needed before the logo may be added. Please provide a copy of the draft flyer for review. Please call or email: Vanice.Rolle@flhealth.gov or 954-595-5741; Hedwige.Pierre@flhealth.gov or 954-595-5734; or Sandria.Kashif@flhealth.gov or 954-595-5742.		

If details of your event change, please contact Vanice.Rolle@flhealth.gov or 954-595-5741; Hedwige.Pierre@flhealth.gov or 954-595-5734; or Sandria.Kashif@flhealth.gov or 954-595-5742.