



PRESENTATION and TABLING OUTREACH REQUEST FORM

Thank you for your interest in collaborating with NEWS. We are excited to engage with the community in education and prevention work whenever possible. Please fill out the form below for presentation and/or tabling requests. We do ask for a minimum of 2 weeks notice for outreach requests.

Name of Organization:

Contact Person:

Phone:

Email:

What date is the event?

Where is the event (Full address, please):

Request is for PRESENTATION and/or TABLING
FOR PRESENTATION

What time is the presentation?

Who is the audience?

How long should the presentation be?

What topics would you like covered?

Is presentation in-person or Zoom?

How many people are expected to attend?

FOR TABLING

What is the occasion/event for tabling?

What time is the event? Begins at:

Ends at:

What time should we arrive for set-up?

How many people are expected to attend?

Who is the expected audience? (ex: age group, students, families etc.)

Are you able to provide a table and chairs for tabling?

Will this be indoors or outdoors?

Is a meal provided? Yes No

For questions, please email Info@NapaNEWS.org, or call 707.252.3687