

Event Notification To Public Affairs

Today's Date: Submitted By:	
Event:	
When: (include date and time)	
Duration of Event:	
Where: (include address and phone number)	
AAA/SC Contact Person: (include phone number)	
Request for a Representative from County Administration:	
County proclamation or other written form of acknowledgement needed:	
District in which the event will be taking place: (information may be shared with the Representative County Commissioner)	
Additional Information: (Include directions to the event)	