



# FITCHBURG STATE UNIVERSITY POLICE DEPARTMENT



32 Clinton Street Fitchburg Ma 01420\*Business line 978-665-3111\* Fax 978-665-4599

## Presentation/ Demonstration Request Form

This box is to be filled in by the Person requesting presentation / demonstration  
*(Shaded boxes below is for University Police use. Use back of paper if more room is needed)*

**Topic of presentation/demonstration:** \_\_\_\_\_

**Any Specific Areas of Concentration?:** \_\_\_\_\_

**Date of presentation:** \_\_/\_\_/\_\_ **Starting Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Location of Presentation:** \_\_\_\_\_ **Room #** \_\_\_\_\_

**Name of Organization, Club, Group if applicable:** \_\_\_\_\_

**Any Special Preferences** (Specific Officer\*, audio/visual aids, lecture vs interactive, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*We will attempt to schedule the presenter/officer you request; however, this may not always be possible. If you feel strongly about having a particular officer/presenter for your event, please explain above.*

**Your Name:** \_\_\_\_\_ **Phone # :** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address/ Office Location:** \_\_\_\_\_ **Date Submitted:** \_\_/\_\_/\_\_

### Fitchburg State University Police Response to Requesting Peron

\_\_\_\_\_ has been assigned to do your presentation/ demonstration.

If you need to speak with this person s/he may be contacted at: \_\_\_\_\_

Approved by: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_