

## Communications and Outreach Outreach Request

We take pride in collaborating with local agencies and organizations to assist Washington residents to better understand agency services and programs. Contact us at [DOLCommOutreach@dol.wa.gov](mailto:DOLCommOutreach@dol.wa.gov) or by phone at (509) 734-1148 if you would like information about our services or are interested in scheduling an event with one of our representatives.

You can use this form to make an outreach request. When completed, attach this to an email and send to [DOLCommOutreach@dol.wa.gov](mailto:DOLCommOutreach@dol.wa.gov). We will respond within two business days.

Your name \_\_\_\_\_ Date \_\_\_\_\_

Name of your organization \_\_\_\_\_

Type of organization:  State/City government  
 Non-Profit or community organization  
 Education  
 Other: \_\_\_\_\_

Address \_\_\_\_\_

Primary contact person \_\_\_\_\_

Contact (area code) phone \_\_\_\_\_ Email \_\_\_\_\_

Type of event:  In-person  Virtual  
 Presentation  
 Workshop  
 Tabling/Booth  
 Other: \_\_\_\_\_

What topics would you like covered at this event?  REAL ID  
 Identification requirements  
 Driver license/Instruction permit  
 DOL updates  
 Other: \_\_\_\_\_

Who is the audience for this event? \_\_\_\_\_

Will you need information in a language other than English?  Yes  No  
If "Yes" what is the preferred language? \_\_\_\_\_

How many people do you anticipate at this event? \_\_\_\_\_

Do you have a date and time in mind for this event?  Yes  No If "Yes" date/time: \_\_\_\_\_

Is this a recurring event?  Yes  No  Maybe

If applicable, indicate if you will provide:  Tables  Chairs  Power source  Projector  Wi-Fi connection

DOL Use Only	
Received on _____	Reviewed by _____
Assigned to _____	
Date completed _____	
Notes:	