

# DGH Events – Request for Support

In this form, please describe your upcoming event and the support you are requesting from DGH. After submitting this form, DGH Communications will discuss your request with DGH leadership and reply asap after this.

Please note that DGH finalizes our events calendar in July each year. Please contact us as soon as possible before July for events taking place in the following Academic year; if this is not possible please request support at least 4 months in advance of your event. Thank you.

## Contact Information

Your name:

---

Your Organization:

---

Email Address:

---

Name of person who is lead organizer of this event and email address:

---

## Event Information

Event Name:

---

Event purpose/objective (including target audience):

---

Event date/time:

---

Event location/venue:

---

Number of people expected:

---

Brief description of your event:

---

## **Support requested**

Describe current support for the event (which organizations are supporting, and type of support):

---

Describe support needed from DGH (eg, logo usage, promotion, etc.):

---