



# KAREN A. YARBROUGH | COOK COUNTY CLERK

## COMMUNITY OUTREACH REQUEST FORM

Thank you for your interest in having the Cook County Clerk's Office attend your organization's event to present one of our key services. All requests are reviewed as they are received, and a Clerk's Office representative will contact you as soon as possible.

To coordinate a presentation for your organization. Please complete this form and mail, email or fax it to the number below.

**SEND TO ATTENTION OF:**

ROBIN STAGGERS

**EMAIL ADDRESS:**

robin.staggers@cookcountyil.gov

**PHONE NUMBER:**

(312) 603-3974

**FAX NUMBER:**

(312) 603-2062

### EVENT & VENUE INFORMATION/LOGISTICS

DATE OF EVENT

EVENT TIME (FROM - TO)

IN-PERSON OR VIRTUAL

NAME OF VENUE

FULL VENUE ADDRESS WITH CITY, STATE AND ZIP CODE

### INFORMATION OF EVENT CONTACT PERSON

ORGANIZATION NAME

CONTACT NAME

CONTACT TITLE

CONTACT EMAIL ADDRESS

ORGANIZATION PHONE

### EVENT DETAILS & WORKSHOP REQUESTED

The Clerk's Office offers the following Community Outreach services, please select the one your organization is requesting

Property After Death  
(Estate Planning)

Property Fraud  
Prevention

Military Veterans  
Discount Cards

Elections

Tax  
Services

Vital  
Records

NUMBER OF PARTICIPANTS

PLEASE CHECK WHICH OF THE FOLLOWING APPLY TO THE VENUE

☐

PROJECTOR (HDMI)

☐

PROJ. SCREEN

☐

LAPTOP (HDMI)

☐

SOLID WALL (PROJ)

☐

EXTENSION CORD

☐

OUTLETS

☐

WI-FI (SEC/UNSEC.)

☐

SETUP TABLE

☐

MICROPHONE/PA

**CHECK ONE:**

Webinar

Video Conf.

In-Person

LINK:

PASSCODE:

### FOR CLERK'S OFFICE USE ONLY

DATE RECEIVED

DATE CONFIRMED

PRESENTER/STAFF

MATERIALS

CONTACTED ORG

PROMOTION

PLACED ON CAL

VOLUNTEERS

SURVEY SENT

FOLLOW-UP