



# Event Notification Form

It is important that Special Olympics Pennsylvania is aware of all upcoming Torch Run Events. This will allow us to help promote your events on our website as well as ensure proper insurance coverage. To provide insurance, Special Olympics Pennsylvania must sponsor or co-sponsor all events. Organizers simply informing us about an event being planned and insuring that all risk management guidelines are followed can meet this obligation.

## FORM SUBMISSION INFORMATION

Name of Person Submitting Form\*:

Law Enforcement Agency\*:

Address:

Work Phone\*:

Fax:

## CONTACT INFORMATION

Contact Name\*:

Contact Phone\*:

Contact Email\*:

## EVENT INFORMATION

Event Location:

Event Address\*:

Date of Event\*:

Time of Event:

Will Alcohol Be Served at Event?\*: Yes No

Will Hazardous Activities Take Place at Event?\*: Yes No

Would You Like SOPA Global Messenger to Attend?\*: Yes No

What Special Olympics Pennsylvania County is The Event?\*: Yes No

Has Carrie Jaumann, PA LETR Liason Been Notified of Event?\*: Yes No

Please Describe Your Event: