



Plymouth Police Department Public Appearance Request

Thank you for requesting a representative of our organization attend your event. In order to accommodate and prioritize the numerous requests we receive for public appearances, we ask that you make your request via this form. *Forms must be returned to our office no less than three weeks prior to your event date.* We will prioritize the requests in the order they are received. Please note that we have limited staff and cannot accommodate every request.

Please complete the following information and return it to the police department via fax, in person, or by mail to:

Plymouth Police Department
ATTN: School & Community Unit
3400 Plymouth Boulevard
Plymouth, MN 55447
Fax: 763-509-5167

Upon receipt of this completed form, we will respond to your request within five business days. If you have questions, please contact the department at 763-509-5160.

Event Information:

Name of Event: _____

Host Organization/Company: _____

Location of Event: _____

Date of Event: _____ Time of Event – From: _____ To: _____

Brief Description of Event: _____

What kind of Police Presentation are you requesting (i.e., K-9 demonstration, safety talk, etc.) _____

Target Audience (adults, children, seniors, etc.) _____

Anticipated number of people in attendance: _____

Contact Person Information:

Name AND Job Title: _____

Address: _____

Daytime Phone: _____ E-Mail: _____

Office Use Only:

Date/Time Received: _____ By: _____

How received (Circle): Fax Mail Person

Approved Denied If Denied, Reason: _____

Date/Time Contact Person Advised: _____ By: _____

Staff Assigned: _____ Date: _____