# EVENT SCHEDULE FORM

If you would like to schedule an event with Newport Fire, please fill out the following form and email it to: NFD_Admin@newportoregon.gov. Please remember to include all information.  Once received, you will be contacted to confirm within a few days.

| Event: | Location: |
|---|---|
| Organizer: | Phone No. |

| **Event Date:** | **Starting Time:** | **Ending Time:** |
|---|---|---|

What resources are you requesting for this event? (Fire Engine, Firemen, etc.)_____

What do you need us to do at your event? (training, speaking to an audience, etc.)_____

For Newport Fire Use only

| Date Scheduled: | Date Confirmed with Customer: |
|---|---|
| Scheduled By: | Room Reserved or Address Scheduled: |

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