



Event Request Form

Thank you for contacting the Office of the Cook County Assessor. Please complete this form with as much advance notice as possible to invite the Assessor or a member of his staff. If there are sections that do not apply to your event, please move on to the next section. We will follow-up with you within 1-2 weeks. For general questions, contact outreach@cookcountyassessor.com or call (312) 603-4488.

YOUR INFORMATION

Name: _____

Phone number: _____

Email: _____

Name of organization: _____

Address: _____

Main phone number: _____

Website: _____

Facebook: _____ Twitter: _____

Type of organization: Nonprofit Government Private

EVENT DETAILS

Event name: _____

Date: _____

Start time: _____ End time: _____

Address: _____

Parking: _____

Format: Meeting Presentation Workshop Other: _____

Can this event be publicized on our website: Yes No

Is this event free to the public: Yes No

Expected number of attendees: _____

Languages spoken: _____

Audience includes Veterans: Yes No

Audience includes seniors: Yes No

Venue is ADA accessible: Yes No

Is this an employee recruitment event: Yes No

List A/V equipment available: _____

Media invited: Yes No

Frequency of event: One-time Weekly Monthly Annually

Sponsor(s)/host(s) of event: _____

Description of event: _____

Please attach any materials with pertinent information (i.e., agenda, fliers, pamphlet, etc.).