



**Family Violence Prevention Services, Inc.
Battered Women and Children's Shelter**

FAIR REQUEST FORM

We ask that you submit your request at least three weeks prior to event date. Fairs are subject to FVPS approval.

Organization & Event Name: _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____

PLEASE SUBMIT ALL THE FOLLOWING INFORMATION

Event Date: _____

Event Location, Street Address and Building Name: _____

Event Set-Up Time: _____ **Fair Start & End Time:** _____

Audience (Size & Profile): _____

Additional Comments/Instructions: _____

Please return to:

Andrea Garcia, Community Relations Specialist & Volunteer Support

Phone: (210) 930-3669 x 1232 **Fax number:** (210) 821-6194

Email: andrea.garcia@fvps.org

*For FVPS Office Use
Only*

Approved by:

Date:

Remarks: