



Henry County Sheriff's Office
Community Relations Special Event Form

Form can be emailed to jbspence@co.henry.ga.us, faxed to 770-288-7878 or mailed/hand delivered to the Henry County Sheriff's Office, 120 Henry Parkway, McDonough, GA 30253.

Event: _____

Location: _____

Event Date: _____ Times: _____

Contact Person: _____ Phone: _____

Number in Group: _____ Ages: _____

Is the event indoor or outdoor ?

Do you have access to: AC power PC/laptop TV/DVD

Our schedule fills up quickly but every effort will be made to accommodate all requests.

Please submit a minimum of 3 weeks prior to event.

For Sheriff's Office Use Only

Approved /Disapproved

Approved by: _____ Date: _____

Materials Needed: _____

Equipment Needed: _____

Assigned to: _____

Date Request Received: _____