



*Henry County Sheriff's Office*  
*Community Relations Special Event Form*

**Form can be emailed to [jbspence@co.henry.ga.us](mailto: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: \_\_\_\_\_