



EDWARD M. MOODY | COOK COUNTY RECORDER OF DEEDS

JAMES GLEFFE
CHIEF DEPUTY RECORDER

COMMUNITY OUTREACH REQUEST FORM

Thank you for your interest in having the Cook County Recorder of Deeds (CCRD) attend your organization's event to present one of our key services. All requests are reviewed as they are received, and a CCRD representative will contact you as soon as possible. To coordinate a presentation for your organization. Please complete this form and mail, email or fax it to the applicable CCRD contact.

SEND ATTENTION TO:	EMAIL ADDRESS:	PHONE NUMBER:	FAX NUMBER:
ROBIN STAGGERS	robin.staggers@cookcountyil.gov	(312) 603-3974	(312) 603-4597

EVENT & VENUE INFORMATION/LOGISTICS

<u>DATE OF EVENT</u>	<u>EVENT TIME (FROM - TO)</u>	<u>ARRIVAL/SETUP TIME</u>
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<u>NAME OF VENUE</u>	<u>FULL VENUE ADDRESS WITH CITY, STATE AND ZIP CODE</u>
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INFORMATION OF EVENT CONTACT PERSON

<u>CONTACT NAME</u>	<u>CONTACT TITLE</u>	<u>CONTACT PHONE NUM.</u>
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<u>CONTACT EMAIL ADDRESS</u>	<u>ORGANIZATION NAME:</u>
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EVENT DETAILS & WORKSHOP REQUESTED

The CCRD offers THREE primary Community Outreach services, please select the one your organization is requesting

<input type="checkbox"/> PROPERTY AFTER DEATH (ESTATE PLANNING)	<input type="checkbox"/> PROPERTY FRAUD PREVENTION	<input type="checkbox"/> MILITARY VETERANS DISCOUNT CARDS
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NUMBER OF ANTICIPATED GUESTS

PLEASE CHECK WHICH OF THE FOLLOWING APPLY TO THE VENUE

<input type="checkbox"/> PROJECTOR (HDMI)	<input type="checkbox"/> PROJ. SCREEN	<input type="checkbox"/> LAPTOP (HDMI)
<input type="checkbox"/> SOLID WALL (PROJ)	<input type="checkbox"/> EXTENSION CORD	<input type="checkbox"/> OUTLETS
<input type="checkbox"/> WI-FI (SEC/UNSEC.)	<input type="checkbox"/> SETUP TABLE	<input type="checkbox"/> MICROPHONE/PA

PLEASE PROVIDE ANY ADDITIONAL NOTES BELOW

FOR CCRD OFFICE USE ONLY

<u>DATE RECEIVED</u>	<u>DATE CONFIRMED</u>	<u>PRESENTER</u>	<u>MATERIALS</u>	<u>CONTACTED ORG</u>
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<u>PROMOTION</u>	<u>PLACED ON CAL</u>	<u>VOLUNTEERS</u>	<u>SURVEY SENT</u>	<u>FOLLOW-UP</u>
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