



**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:** ROBIN STAGGERS      **EMAIL ADDRESS:** robin.staggers@cookcountyil.gov      **PHONE NUMBER:** (312) 603-3974      **FAX NUMBER:** (312) 603-2062

**EVENT & VENUE INFORMATION/LOGISTICS**

DATE OF EVENT      EVENT TIME (FROM - TO)      ARRIVAL/SETUP TIME

NAME OF VENUE      FULL VENUE ADDRESS WITH CITY, STATE AND ZIP CODE

**INFORMATION OF EVENT CONTACT PERSON**

CONTACT NAME      CONTACT TITLE      CONTACT PHONE NUMBER

CONTACT EMAIL ADDRESS      ORGANIZATION NAME

**EVENT DETAILS & WORKSHOP REQUESTED**

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

PROPERTY AFTER DEATH (ESTATE PLANNING)       PROPERTY FRAUD PREVENTION       MILITARY VETERANS DISCOUNT CARDS

NUMBER OF ANTICIPATED GUESTS:

PLEASE CHECK WHICH OF THE FOLLOWING APPLY TO THE VENUE:

PROJECTOR (HDMI)       PROJ. SCREEN       LAPTOP (HDMI)  
 SOLID WALL (PROJ)       EXTENSION CORD       OUTLETS  
 WI-FI (SEC/UNSEC.)       SETUP TABLE       MICROPHONE/PA

**PLEASE PROVIDE ANY ADDITIONAL NOTES BELOW:**

**FOR CCRD OFFICE USE ONLY**

DATE RECEIVED      DATE CONFIRMED      PRESENTER      MATERIALS      CONTACTED ORG

PROMOTION      PLACED ON CALENDAR      VOLUNTEERS      SURVEY SENT      FOLLOW-UP