



# Watsonville Police Department Guest Speaker Request

Person Requesting Speaker: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Representing: \_\_\_\_\_ Date Assigned: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Topic to be discussed: \_\_\_\_\_ # Expected: \_\_\_\_\_  
 Neighborhood Watch: YES NO Adults   
 Location: \_\_\_\_\_ H.S. Students   
 \_\_\_\_\_ Children   
 \_\_\_\_\_ (Age \_\_\_\_\_ )

Presentation Date/Time: \_\_\_\_\_  
 Officer Requested/Assigned: \_\_\_\_\_  
 Bilingual? Yes No Reviewed By \_\_\_\_\_  
 Special Equipment/Aides Requested? \_\_\_\_\_ Assigned Supervisor \_\_\_\_\_

**REQUEST MUST BE MADE A MINIMUM OF TWO WEEKS IN ADVANCE**

**TO BE COMPLETED BY OFFICER FOLLOWING PRESENTATION**

Officer: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Audience: Approximate Attendance: \_\_\_\_\_

Appropriate Age Group: \_\_\_\_\_

Equipment/Aides Used: \_\_\_\_\_

COMMENTS: (i.e. audience reactions, officer's perception of presentation) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUGGESTIONS: (i.e. for future presentations to this group or on this topic) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_