



The City of Waukesha Fire Department and Fire Prevention Bureau is pleased to provide our community with Public Education Activities. To schedule one for your organization, complete the form below and submit it.

READ INSTRUCTIONS CAREFULLY:

- Please give a 2 week notice to schedule all programs.
- Arrival times are approximate; units are in service and may be diverted to an emergency.
- We cannot endorse any products or services.
- These activities are only available to the City of Waukesha community; if you are in a nearby city, you will need to contact your fire department.
- In order to schedule your request, the form must be filled out completely and submitted.

ORGANIZATION INFORMATION

Name of Organization _____

Organization Address _____

EVENT INFORMATION

Event Title/ Activity _____

Date of Event _____ Alternate Date _____

Start Time of Event _____ End Time of Event _____

Address of Event _____
(if station tour, list address of station you want to visit)

Estimated Number of Attendees ___ Children ___ Adults

CONTACT INFORMATION

Contact Name _____

Contact Phone # _____

Contact Email _____

Day of Event Contact _____

Day of Event Phone # _____

Would you be able to provide photos/ media from your event ___ Yes ___ No

Comments _____

IMPORTANT: The City of Waukesha Fire Department does not participate in birthday parties or have birthday parties at the Fire Stations.