



Emergency Preparedness Presentation Booking Sheet

Please send completed forms to the Office of Emergency Management.
Email Address: areyouready@ottawa.ca Fax: 613-580-2754.
You will be contacted within 72 hours to discuss and confirm your request

Contact Information

Name of Organization:

Contact name First Name: Last Name:

Address:

City: Province: Postal Code:

Email address:

Phone Number: Fax Number:

Event Information

Name of Event:

Event Date: Start Presentation Start Time: Finish Time:
DD/MM/YY

Event Address:

City: Province: Postal Code:

Language: Age Group: Estimated Attendance:

Event Type *(Please check all that apply)*

- Presentation (Powerpoint)
- Presentation (No Powerpoint)
- Information Display Table
- Roundtable Discussion
- Other (Please specify)

Topics *(Please check all that apply)*

- City of Ottawa Emergency Plan
- Personal Emergency Preparedness
- Ottawa Hazards/Risks
- Pet Preparedness
- Other (Please specify)

ADDITIONAL DETAILS/EQUIPMENT

VOLUNTEERS ASSIGNED (Office use only)