

# LEAVENWORTH FIRE DEPARTMENT PUBLIC APPEARANCE - STATION VISIT REQUEST FORM

(LFD FORM #601)

www.lvks.org

Please complete this form and either; **click Submit by Email to email this form to the Fire Department**, or use the print button to print form and fax it to 913-680-2770. We will sign and send the form back to you, if there is a conflict we will call you to discuss an alternate date. Questions - 913-682-3346.

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Phone (Cell): \_\_\_\_\_ (Business): \_\_\_\_\_ Fax: \_\_\_\_\_

How Many Children? \_\_\_\_\_ Adults? \_\_\_\_\_ Age Groups: \_\_\_\_\_

Children

Adults

*TYPE OF REQUEST (Please check one and fill out the required information below):*

**1. STATION VISIT** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Station 1 - 3600 S. 20th Street Trafficway

Station 2 - 925 Shawnee

Station 3 - 2805 2nd Avenue

What would you like to do while you are at the station (please check all that apply)?

Show and Tell (including equipment/apparatus)

P.A.L. - Practice and Learn Program (for children)

Other: \_\_\_\_\_

**2. PUBLIC APPEARANCE REQUEST** Please include event brochures with this request form

Location: \_\_\_\_\_

Name of Event (Description): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Staging (Where can the apparatus park?): \_\_\_\_\_

What would you like the Fire Department to do (please check all that apply)?

Smoke Detector Training

Appearance Only

Evacuation

Fire Prevention Handouts

Show and Tell (Fire Engine/Tools)

Extinguisher Training (adults)

P.A.L. Practice and Learn Program (for children)

Other: \_\_\_\_\_

-----OFFICE USE ONLY-----

\_\_\_\_ Confirmed \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Shift \_\_\_\_\_ Fire Department Representative Signature