



# New York County District Attorney's Office

## Presentation Request Form

### Part 1: Please check one box—one form is required per presentation requested.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrest to Sentencing: Overview of the Criminal Justice Process</li> <li><input type="checkbox"/> Bias and Hate Crimes*</li> <li><input type="checkbox"/> Bullying*</li> <li><input type="checkbox"/> Domestic Violence*</li> <li><input type="checkbox"/> Elder Abuse</li> <li><input type="checkbox"/> Gang Awareness</li> <li><input type="checkbox"/> Identity Theft*</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Immigrant Affairs Program*</li> <li><input type="checkbox"/> Internet Safety*</li> <li><input type="checkbox"/> Career Day Presentation</li> <li><input type="checkbox"/> Criminal Court Tour (10:30 am or 2:00 pm)</li> <li><input type="checkbox"/> Teen Dating Violence*</li> <li><input type="checkbox"/> Other / Speaker Request:<br/><i>Please describe:</i> _____<br/>_____</li> </ul> |
|---|---|

**Note: All of our education programming is free. We will not honor requests from groups who charge a fee for participation in our educational programming.**

### Part 2: Please provide the following details about your request.

Presentation	Date: _____	School/Organization: _____
Presentation Start Time: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Event Address: _____
Presentation End Time: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Room Number: _____

#### Audience

What is your expected audience size?  
*(Please be specific):* \_\_\_\_\_

Who will the audience consist of?

- Students – Grade: \_\_\_\_\_
- Parents
- Staff
- Other: \_\_\_\_\_

What language would be most appropriate for this audience?

- English       Spanish       French
- Mandarin       Other: \_\_\_\_\_

Has your organization had educational programming from our office in the past?

- Yes       No       Unsure

#### Logistical Details

*Please confirm that you will have this equipment set up for our use:*

- Computer / Laptop
- Projector and Screen / SmartBoard
- Speakers

#### Contact Information:

Who will be our office's point of contact for this presentation?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Requests must be submitted 3 to 4 weeks before presentation date. \*\*These presentations are currently unavailable till further notice.**