



NYSAFC Education & Event *Host Request Form*

In a continuing effort to provide educational opportunities in all regions of New York state, NYSAFC is offering fire departments and county organizations the chance to express interest in hosting future association seminars, workshops, and training programs. NYSAFC is also interested in identifying departments and organizations that would be willing to host special events, such as press conferences, sprinkler initiative demonstrations, public education activities, etc. **Please note that by submitting this form, it is not guaranteed that your organization will be selected as a host site, nor is there a binding commitment for your organization to host a program/event.** However, your organization will be considered as future sites are chosen. Issues such as the type of program/event, number of recent NYSAFC programs/events that have been conducted in your area, past attendance at recent NYSAFC programs in your area, instructor availability, facility availability, suitability of facility for program/event, etc. will be taken into account when determining locations.

Host Information:

Department/Organization: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Postal Address (if different): _____

City: _____ State: _____ Zip Code: _____

Contact's Name: _____ Title: _____

Phone: (): _____ Email: _____

Chief's Name (if different): _____

Phone: (): _____ Email: _____

Department is Interested in Hosting:

- Small classroom-based training (under 25 students)
- Large classroom-based training
- Special event
- Hands-on training*

**NYSAFC currently offers Regional Hands-On Training – Flashover. Visit the NYSAFC website at www.nysfirechiefs.com for a detailed list of host requirements and a form to request Flashover training. If you would be interested in hosting other Hands-On Training programs, should they become available, please submit this form.*

Logistical Considerations:

Please be sure to consider your organization's ability to meet the following needs before submitting this form. Requirements will vary and are specific to each program/event.

- Projector and screen, speakers, microphone, and other audio/visual aids and equipment.
- Presentation tools, such as whiteboards, easels and pads, markers, etc.
- Adequate seating, tables, etc.
- Refreshments (coffee, light snacks) and/or nearby restaurants for full-day programs.
- Ability to help NYSAFC promote the program within your county and neighboring counties.
- Adequate parking.
- Ample space, apparatus, and equipment for outdoor activities.

Please Submit Form to New York State Association of Fire Chiefs:

Email: education@nysfirechiefs.com • 1670 Columbia Turnpike • P.O. Box 328 • East Schodack, NY 12063-0328