



VITEMA VIRGIN ISLANDS TERRITORIAL EMERGENCY MANAGEMENT AGENCY

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TEL. (340) 773-2244 | FAX (340) 778-8980

6 SUSANNABERG, ST. JOHN, VI 00830
TEL. (340) 776-6444 | FAX (340) 779-4266

OUTREACH PRESENTATION REQUEST FORM

Name of Organization:			
Island/District:			
Hazard Presentation Type:	Select ONE Option.		
	Hurricane Preparedness Approx. 1 Hour	Earthquake & Tsunami Approx. 1 hour	
Date of Presentation:	First Request (Write date and time of presentation)	Second Request (Write date and time of presentation)	
Primary Contact:	Name	Phone Number	Email
Secondary Contact:			

Are you a school or educational facility? YES NO

If yes, what is the grade of the students? _____

Presentation Platform: In-Person Virtual

If virtual, Microsoft Teams Zoom

If in-person, provide name of venue, number of attendees, and venue capacity: _____

Please note:

- Requests must be made two (2) weeks in advance at minimum.
- Presentations held outside of business hours (8 am-5 pm, Monday through Friday) will require prior approval of the VITEMA Deputy Director of Planning and Preparedness.
- Email completed form to:
 - Lisa Ann James, Emergency Management Outreach Coordinator
Lisaann.James@vitema.vi.gov

Printed Name of Person Completing Request

Date