



8668 Navarre Parkway, #362
 Navarre, FL 32566
 www.navarre-cert.org
 info@navarre-cert.org

REQUEST FOR NAVARRE CERT ASSISTANCE AT A COMMUNITY EVENT

Asterisked items ***MUST*** be filled out at the time the request is made. Other information must be provided at least five days in advance of the event. You may mail or e-mail this form to the addresses above, or submitted via email.

Requests must be submitted at least ONE MONTH before the event date.								
*Event Name & Location								
*Your contact before the event	Name				Phone numbers and/or e-mail address			
*What will be done with the financial proceeds of this event, if any?								
*Date(s) – 1 per box	Day 1		Day 2		Day 3		Day 4	
*Event times by day	From	To	From	To	From	To	From	To
*Times CERT needed								
Vendor set-up times								
Times vehicles prohibited on site/route								

***Navarre CERT does not substitute for SRSO deputies or EMTs/paramedics.** We will assist and supplement them as they request. Please describe arrangements you have made with the SRSO, emergency medical services and/or private security, including numbers, times, responsibilities and the name of the organization providing services.

Santa Rosa Sheriff's Office	
Emergency medical services	
Private Security	
Other	



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***Please describe what you are requesting Navarre CERT to do at the event:**

Contact(s), on-site, during the event

Date							
Times from & to							
Name							
Cell phone #							

Please attach a diagram or map.

- For festival or fair types of events, include the following:
 - Boundaries of the grounds
 - Layout of booths, tents, vendors, etc., by number or other designation
 - Clearly marked locations of barricades and vendor access points
 - Identification of where Navarre CERT can set up its information booth and incident command center. For the incident command center, we need an area 10'x10' with an adjacent area large enough to park a van, which will stay on site during the event.

- For parades, include the following:
 - The exact parade route, showing street names
 - The location where parade participants will be staged to begin the parade
 - Where participants are expected to go after the end point of the parade
 - Clearly marked locations where CERT personnel should/will be stationed

Please describe any ground-rules for the event. For example, what vehicles may be allowed onto the site/route during the event? May event attendees bring coolers or picnic baskets on to the site? Are bicycles or skate boards permitted? Any other rules or restrictions? Use separate sheet of paper if necessary.