

**Livermore Police Department
Public Appearance Assignment**

Requested by: Business Name:

Daytime Phone:

Date & Time of Event:

Event Location:

Address:

Reason for appearance:

Type of Audience:

Special Instructions/Special Requests:

Information received by:

Date Received:

Forwarded for Assignment to:

Date:

Assigned to:

Assigned by:

**Please contact Requestor as soon as this Public Appearance is
Assigned. Then notify the Division Clerk as to whom it was
assigned.**

Summary of Presentation (Size of group, response, etc.):