

INVITE DFE TO YOUR ARBOR DAY



*Request DFE Urban Forestry staff
to present your TCUSA award*



1. Complete the Request Form.
2. Requests should be submitted 3 weeks prior to the event date to allow time to confirm staff availability.
3. Requests submitted less than 2 weeks prior to the event date may not be successful in receiving a RIDEM Division of Forest Environment presenter
4. Events scheduled on State holidays cannot be accommodated.
5. Events held on the State Arbor Day, the last Friday in April, cannot be guaranteed a DFE presenter as they must be present at the State event.
6. Conflicts due to multiple requests for certain dates will be prioritized by the date the request was received.
7. Special presentation requests, including more involvement or time by DFE staff for their presence at your event, workshop presentations should be clearly stated.
8. Communities are responsible for their own presentation materials at the event.
9. Communities are welcome to provide additional or specific details to include in the award speech.

**REQUEST FORM FOR
TREE CITY USA,
TREE LINE USA, &
TREE CAMPUS USA
AWARD PRESENTATION**



TREE CITY USA®



Name of community: _____

Contact name for event: _____

Contact phone: _____

Contact email: _____

Date of celebration: _____

Time of celebration: _____

Location of celebration: _____

Address: _____

Directions to location: _____

If you have any additional information you would like included in your award speech, please include it with your request form.

Email: Robert.E.Allard@dem.ri.gov