

Law Enforcement Torch Run for Special Olympics Georgia Event Notification Form

Name of person submitting form: _____

Law Enforcement Agency: _____

Address: _____

City/State/Zip: _____ Best Time to Call: _____

Work Phone: (____) _____ Date(s) of Event: _____

FAX: (____) _____ Email: _____

Location/City of Event: _____

- Are alcoholic beverages being served at this event? Yes _____ No _____
 If yes, is there a charge for the alcoholic beverages? Yes _____ No _____
- Will hazardous activities take place at the event?
 (For example, fireworks, bungee jumping, aviation or watercraft) Yes _____ No _____
- Do you know your Local Coordinator or Regional Manager? Yes _____ No _____
- Do you request the LETR Liaison or SOGA staff to be present at event? Yes _____ No _____
- Do you request a Global Messenger or SOGA athlete(s) to be present? Yes _____ No _____

**The Special Olympics Regional Manager/Local Coordinator is not the same as the Route Director. Most local Special Olympics programs are organized at the county level and each program has a coordinator in charge of all the training and competitions in their county. It is not mandatory for you to notify your local Special Olympics coordinator. However, they would appreciate it. They can also provide you with athletes at your event if you give them enough notice.*

Please describe the event including any expenses i.e. T-Shirts, Rentals, etc. (Please list any expenses that this event may incur and how much these may cost. Please remember that SOGA does have the right to refuse payment of expenses that are not authorized prior to the event, leaving the department liable for these expenses): _____

Please mail or Email/ FAX this form at least **four weeks prior to the event** to Matthew Sheridan:

matthew.sheridan@specialolympicsga.org or (770) 216-8339 or mail it to:

Special Olympics Georgia
Attn: Matthew Sheridan
4000 Dekalb Technology Parkway
Suite 400, Building 400
Atlanta, GA 30340