



Richland County Emergency Services Special Event Coverage Request

1410 Laurens St., Columbia, SC 29204

(803) 576-3400

(803)748-5055 fax

Email your completed form to:

esd@richlandcountysc.gov

Today's Date: _____ Date of Event: _____ Time of Event: _____

EMS Anticipated Arrival Time: _____ EMS Anticipated Departure Time: _____

Name of Event: _____

Address/Location of Event: _____

Purpose of Event: _____

Number of People Expected to Attend Event: _____

Name of Sponsoring Group: _____

Brief Description of the Group's Mission: _____

Name of Responsible Party: _____

Phone Number of Responsible Party: _____

Billing Address: _____

Purchase Order number: _____

If the event is over three hours, will if food will be provided to EMS personnel? Yes No

What is expected of the EMS crew(s)?

Standby in-case of injury Speaker for career day Show & Tell for children

If other, please explain: _____

Your request should be submitted at least three (3) weeks prior to the date of the event. Special Event **Coverage is not guaranteed**. If resources are available, we will make every effort to accommodate your request. When submitting this form via e-mail, please be prepared to attach a map or diagram of the event area. The map or diagram should clearly show where EMS vehicles will park and where EMS personnel will be located at the event. Thank you for your interest in Richland County Emergency Services.