



**MPSCS**

## Event Request Form

<b>Agency Name:</b>	
<b>Requestor Name:</b>	<b>Requestor phone:</b>
<b>Contact during event:</b>	<b>Contact Phone during event:</b>
<b>Description of Event:</b>	
<b>Coverage Area Required: (City, County(ies), entire 800 MHz area, etc.)</b>	
<b>Event Time and Date Needed:</b>	<b>Est. Time and Date Event No Longer Needed:</b>
<b>Other:</b>	
<b>NCC Personal Only</b>	
<b>Talkgroup Name:</b>	<b>EAM Job Ticket #:</b>

**County Special Event Talkgroups should be utilized before requesting an H or G Event Talkgroup, unless an encrypted Talkgroup is being requested.**

**If requesting multiple Event Talkgroups an ICS-205 Communication Plan must be included.**

Fax to the Network Communications Center (NCC) at (517) 333-5015  
 Email to the Network Communications Center (NCC) at [mpscs-ncc@michigan.gov](mailto:mpscs-ncc@michigan.gov)  
 To reach the NCC, please call (517) 333-5050

For information on requesting Special Event Talkgroups see MPSCS policy 3.1.9:

**<http://www.michigan.gov/mpscs/0,1607,7-184-42060---,00.html>**

Form available on line: [http://www.michigan.gov/documents/mpscs/EventRequestForm\\_234381\\_7.pdf](http://www.michigan.gov/documents/mpscs/EventRequestForm_234381_7.pdf)

