



## Event Request Form

<b>Agency Name:</b>	
<b>Requester Name:</b>	<b>Requester phone:</b>
<b>Contact during event:</b>	<b>Contact Phone during event:</b>
<b>Description of Event:</b>	
<b>Coverage Area Required: (City, County, or Statewide) Provide Justification for Statewide below</b>	
<b>Event Time and Date Needed:</b>	<b>Est. Time and Date Event No Longer Needed:</b>
<b>Encryption Needed</b> <input type="checkbox"/> <b>CKR 152 (DES) (I and J zones)</b> <input type="checkbox"/> <b>CKR 212 (AES) (L-Zone)</b> <input type="checkbox"/>	<b>Law Enforcement Only TG Needed (I-Zone)</b> <input type="checkbox"/>
<b>Emergency Alerts monitored by agency with RCM?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Emergency Alert Agency Email:</b>
<b>Other/Statewide Justification:</b>	
<b>NCC Personnel Only</b>	
<b>Talkgroup Name:</b>	<b>EAM Job Ticket #:</b>

**Warning! Emergency Alerts are the responsibility of the requesting agency.**

County Special Event Talkgroups (SPEV, COM, EMER) should be utilized before requesting Event Talkgroup.

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

Email to the Network Communications Center (NCC) at [mppscs-ncc@michigan.gov](mailto:mppscs-ncc@michigan.gov)

To reach the NCC, please call (517) 333-5050 or (888) 554-4622

Form available online: <http://www.michigan.gov/mppscs>

# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b>	<b>2. Date/Time Prepared:</b> Date: _____ Time: _____	<b>3. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____
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<b>4. Basic Radio Channel Use:</b>										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

<b>5. Special Instructions:</b>          
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<b>6. Prepared by</b> (Communications Unit Leader): Name: _____ Signature: _____
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ICS 205	IAP Page _____	Date/Time: _____
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