



# Event Coverage Request Form Program & Community Coordinator

Please fill out and submit to Laura Geltch **no later than two weeks** prior to your event:

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Medford \_\_\_\_\_ Westampton

Department: \_\_\_\_\_

Event: *(please describe:)* \_\_\_\_\_

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Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Additional information: \_\_\_\_\_

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**In the event of a scheduling conflict, please email me photo(s) and event information.**

**Please return to:**

*Laura Geltch*  
Program & Community Coordinator  
Burlington County Institute of Technology  
2 Academy Drive  
Westampton, New Jersey 08060  
(609) 267-4226 Ext. 8205  
lgeltch@burlcoschools.org