

Marin Amateur Radio Society, P.O. Box 6423, San Rafael, CA 94903  
Event Public Service Communications Request

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Hours: \_\_\_\_\_

Type of Event (Walk, Run, Bike Ride, Fair) \_\_\_\_\_

Number of Positions Requested to be Staffed:

\_\_\_\_\_ Staffing Hours for Each Position:

\_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Benefiting Organization: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Day Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

Event Emergency Phone Number: \_\_\_\_\_

\_\_\_\_\_ Is Red Cross or other first aid  
provided? \_\_\_\_\_

Is there an Event Sweep? \_\_\_\_\_

Is there Sag Support (Bicycle Events) \_\_\_\_\_

Please provide the following additional information a minimum of 30 days prior to  
the event:

Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

We request that we be provided a copy of the event's insurance policy, and that the Marin Amateur  
Radio Society, Inc. be listed as an additional named insured. (COI)

Permit Number: \_\_\_\_\_

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Permitting Agency: \_\_\_\_\_

Permit Contact: \_\_\_\_\_

Most events that occur on public streets and lands require permits from the appropriate agencies. We request the permit information, as we will be communicating with public service agencies in the event of an emergency, and who will request that information from us.

We request that we receive a copy of the event schedule, route map, and list of aid stations and locations to be manned prior to the event for distribution to our volunteers. For new requests, we need this information, in order to evaluate whether we are able to provide the requested radio coverage. We agree that such information shall be for event support use or evaluation use only, and shall not be released to others without prior authorization from the event organizer.

The Marin Amateur Radio Society is a non-profit organization of Amateur Radio operators; dedicated to education, advancement of the radio art, and providing public service communications, in our community. Our volunteer operators provide free radio communication services to other non-profit organizations to enhance the safety of participants and spectators for their events. Our organization provides the infrastructure to facilitate communications; and recruits and assigns operators to man event communication stations.

Our schedule can be found at : [http://w6sg.net/site/?page\\_id=33](http://w6sg.net/site/?page_id=33) .

We reserve the right to decline any communications request for any reason; including, but limited to, that, in our opinion, the request conflicts with our noncommercial status, that occurs on a date that has already been reserved for another activity, where a request is received without sufficient time to recruit volunteers to staff an event, or where the event fails to meet, in our opinion, the minimum requirements established by our insurance carrier or our Board of Directors. We may also limit the total number of events that we agree to staff in any given month, or annually. We reserve the right to give preference to local events and local community based organizations that we have prior positive experience with, and where, in our opinion, our volunteer communication services provide the greatest public good.

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We request a minimum of 45 days notice of any need for communication services, for events that we currently serve or are familiar with. For requests to serve new events, we request at least 120 days prior notice, and as much information about served locations, so that we can evaluate our radio coverage. We will make a good faith effort to recruit sufficient communications volunteers to staff any accepted event where adequate notice is given, and endorsed by our Board of Directors.

For bicycle events, we will, if requested, recruit volunteers to act as sag support drivers as well as communicators, with the understanding that the Marin Amateur Radio Society's responsibility shall solely to be recruit additional volunteer sag support drivers for the sponsoring organization, and that the organization shall assign someone to coordinate sag support for the event.

Contact Information:

Mail – Marin Amateur Radio Society  
P.O. Box 6423  
San Rafael, CA 94903

Phone (415) 389.6630 or (510) 526.4089

[www.w6sq.net](http://www.w6sq.net) or [ka6bqf@arrl.net](mailto:ka6bqf@arrl.net)