

NC Forest Service

**Tree City USA, Tree Line USA, Tree Campus Higher Education
Award Presentation Request Form**

If you have any specific information you would like included in your awards speech, please include it with your request form or edit the speech when it is sent to you and provide the updated copy to your presenter.

Name of community: _____

Contact name: _____

Contact phone: _____

Contact email: _____

Date of Celebration: _____

Timeframe of celebration event: _____

Time of award presentation: _____

Location of celebration: _____

Address for GPS use: _____

Directions to location and parking *(if further clarification beyond what is available by GPS or Google maps would be helpful)*:

Email: Mandy Tallman Marty at mandy.tallman.marty@ncagr.gov

Copy: Jennifer Rall at Jennifer.rall@ncagr.gov

Please note that the spring fire season in NC is mainly in March and April which can mean that County Rangers and staff members are pulled from their regular duties and dispatched to fight fire. If your presenter becomes unavailable to attend your event, we will do our best to fill the vacancy with a backup presenter and will notify you of the change.