

## Special Event Recognition Request Form

Name:

Institution/Employer:

Position:

Phone number:

Email Address:

What are you requesting?

Special Lghting

Event / Occasion:

Date(s):

Colour(s) requested:

Have you had a special event recognition request approved in the last 3 years for this or a similar event/occasion?

Yes

- Please provide details of your previously approved request

No

Please confirm the category that applies to your organization:

Registered charity  
Public sector organisation  
Community organization  
Non-profit organization  
MLA

Please show which criterion/criteria you meet:

An event of exceptional local, national or international significance and/or achievement  
An event of constitutional or democratic significance  
A significant anniversary of a significant local, national, or international event

An event that is considered as being of significant benefit to the Northwest Territories from a promotional, reputational or engagement perspective  
An event being held at the Northwest Territories Legislative Assembly, but only where this also meets one of the above criteria

Please provide full details as to how your application meets the criterion/criteria.

Will you be promoting this Event / Campaign on Social Media?

- a. If yes, please state:
- Which Social media Channels you are using
  - Name of Facebook Account to be tagged (if applicable)
  - Name of Twitter Account to be tagged (if applicable)
  - Any of Instagram Account to be tagged (if applicable)
  - Any relevant hashtag associated with the event / campaign

Please confirm that you have read and understand the Special Event Recognition Policy

Yes

No

Once completed please email a copy of the form to [leg\\_bookings@ntassembly.ca](mailto:leg_bookings@ntassembly.ca)