



# Event Request Form

**Sims Protection Agency**  
simsprotectionagency.com

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

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Service Times:** \_\_\_\_\_

**# of Guests/ Event Size:** \_\_\_\_\_

**How many security specialists  
are you requesting?:** \_\_\_\_\_

**\*\*\* SPA will revise your request, depending on number of guests and facility size**

**Please Briefly Describe your event**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potential Security Risk you are aware of**

\_\_\_\_\_  
\_\_\_\_\_

**Are you requesting armed or unarmed security?** \_\_\_\_\_

**Are there any additional security services requested such as driving and escorting of a high-profile person?**

\_\_\_\_\_

**\*\*\*All large events require a walk through to properly assess how to secure your event. Please advise the point of contact and contact information to schedule a walk through.**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_