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**Union EMS**

**704-226-2001**

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## **Guidelines for Scheduling a PR Event with Union EMS**

### **Mission and Vision of Union EMS:**

#### **Mission: Why We Are Here:**

Our Mission is to provide quality pre-hospital emergency medical care and transportation to the people of our region by maintaining timely, compassionate and professional responses to all requests for our services and by reducing the incidence of illness and injury through community outreach and education.

#### **Vision: What We Want To Be:**

Our vision is to be the preferred pre-hospital care provider in our region by providing superior service, increasing public awareness, implementing innovative advancements, and by enhancing accessibility to a continuum of care while reducing the incidence of illness and injury through community outreach and education.

### **How Do I Schedule my PR Event with Union EMS?**

- All events must be scheduled at least 7 days prior to the event with the PR Team at Union EMS. Your request will be reviewed based on prior commitments/events and availability of EMS Staff.
- Due to staffing and scheduling issues, pre-planning will be vital to a successful event.
- Events work best that are no longer than a 4-hour time commitment, depending on the location and type of event.
- Please be advised that staffing may be limited during Holidays and weekends. Please request 2 dates when requesting a PR Event (when applicable). Saturday events fill up quickly – please plan accordingly.
- EMS reserves the right to decline a PR Event, or to cease our participation in an event due to staff or participant safety concerns.
- Please be advised that should an Emergency arise due to the nature of our business, the staff and ambulance maybe called into service.



## **What is the Sponsoring Agency/Business Requirement for PR Events?**

-We ask that you complete and submit the PR Event Request Form, review these guidelines and sign the agreement form. You can complete this in paper form and fax back to the PR Team at 704-226-2000 or complete the electronic form on line.

-Approval will be based on your Agency/Business meeting all our requirements as well as available staffing on our part.

-Agency/Business Staffing Requirements:

The sponsoring Agency/Business is required to provide at least one responsible person on-site during the entire event. This person will act as the liaison with Union EMS PR Team and staff during the event. The PR Team will need the person's name and contact information for both before the event and day of. (Please note this information will be shared with the staff attending the event as well as the Supervisor(s) on duty the day of the event.)

## **Guidelines for Sponsoring Agency/Business Regarding Water, Meals, Snacks, Shelter, etc...**

-For events that are scheduled during lunch (11:00am thru 1:00pm) or dinner hours (5:00pm thru 7:00pm) meals for the staff will provided by the sponsoring agency/business.

-Sponsors are expected to provide sufficient drinks/water for staff at any event.

-Event sponsor is expected to provide table, chairs, tent/shelter and power for any equipment needed to hold the PR Event.

-Event sponsor is expected to provide easy access in and out of the event – due to the nature of our business, we may be called out for an emergency.



## Event Types

Please choose from the following that best describes your event

### **Medical Stand-by:**

This event involves having an ambulance staffed by EMS personnel for medical coverage at your event for emergencies that may arise. There are two categories to select from:

#### **PAID Medical Stand-by:**

If you charge admission for your event then our services would fall under this category. You will need to fill out the registration request and someone will be back in contact with you about the fees associated for EMS to provide medical coverage and availability to schedule your event.

#### **NON-PAID Medical Stand-by:**

If you are not charging admission into your event then our services would fall under this category. You will need to fill out the registration request and someone will be back in contact with you about the availability to schedule your event.

### **Career Day:**

(High Schools, Community Colleges, Colleges and Job Fairs)

This event would involve EMS personnel coming and speaking about EMS as a career.

### **PR Events:**

(Show-n-Tells, Health Fairs, Schools, Presentations, Speakers Series)

This event involves show casing EMS services. This event may or may not involve having an ambulance (please note on the PR Events request form if having an ambulance is a requirement so it can be taken into consideration as we process your request). The event would be staffed by EMS personnel (not necessarily a Paramedic). Please read our requirements for participation in PR Events fill out the request form and submit to the PR Team for consideration.



## Event Registration Form

### Contact Information

Name: \_\_\_\_\_  
*Business/Organization Name*

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

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Primary Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_ (if applicable)

Event Location: \_\_\_\_\_ Event Type: (see sheet for details)

Number of Attendees: \_\_\_\_\_ Event inside or outside: \_\_\_\_\_

Start and end Time : \_\_\_\_\_ Age of group presenting to: \_\_\_\_\_

### Event Coordinator's Contact Information

Name: \_\_\_\_\_  
*Last* \_\_\_\_\_ *First*

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

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I have received and read EMS Event Guidelines and agree to these conditions \_\_\_\_\_  
(sign and date)

Please fax completed form to Union EMS at (704) 226-2000 attn: PR Team

You can call our registration line at 704-226-2001 choose option 5 and register by phone if you prefer.