

Event Request Form



Please fill out the form in its entirety and return to orcatogo@kingcounty.gov for your event to be scheduled. Also include any informational material relating to the event, such as; flyers, website, pamphlets, or brochures. Event requests will be responded to in 2 to 3 business days.

To check availability, please visit: <http://metro.kingcounty.gov/fares/orca/togo.html>

Name of event:	
Date, time and length:	
Location address:	
ORCA To-Go and/or ORCA LIFT:	
Private or open to the public: Private events do not display online.	
Will power (plug-in) be available:	
Indoor or outdoor event:	
Point of contact name/number:	
Estimated attendance:	
Special instructions (loading, unloading, parking restrictions, arrival times, etc).	

If you need to cancel an event, please provide at least 48 hours advance notice.

To be completed by Metro Staff

Total Sales _____

Total Customer Count (including questions) _____

Staff: