



Office of Student Life
AND Cultural Centers

WORKSHOP REQUEST FORM

The Office of Student Life and Cultural Centers provide a variety of workshops ranging from Cross Cultural Communication, Diversity Awareness, Getting Involved, Goal Setting, Human Relations Training, Leadership Advising, Leadership Skills, Managing Conflict, Programming, Teambuilding, Time Management, etc. Our trained professional staff and trained REACH student leaders can prepare customized workshops to meet your needs.

To accommodate your needs for a successful workshop(s), we require adequate preparation time and finding the available presenters. We require this workshop request form 10 working days in advance for most workshops. Please provide all the information listed below and we will contact you to confirm our commitment to provide you or your group a workshop. Please note, some workshops will require a service fee to cover our costs.

CONTACT INFORMATION

Name of Contact: _____ Name of Organization: _____

Contact Phone #: _____ Contact Email: _____

Workshop Location: _____ Group Size: _____

Date and Time for Request Workshop: (Please pick three possible dates and times)

1) Date: _____ Start Time: _____ End Time: _____

2) Date: _____ Start Time: _____ End Time: _____

3) Date: _____ Start Time: _____ End Time: _____

WORKSHOP DESCRIPTION

Please provide a main topic and a description for your workshop

Topic(s): _____

Goal or purpose for the workshop: _____

A short description of the participants including demographics: _____

Describe any workshops that have been conducted prior to the requested workshop from us. Will there be any workshops after ours? _____

Any other requests or comments that would help us better prepare our workshops: _____

For Office Use

Facilitator 1 assigned: _____ Facilitator 2 assigned: _____

Facilitator 1 contact: _____ Facilitator 2 contact: _____

Confirmed on: _____