

Workshop Request Form

Host Information

Full Name: _____ Today's Date: _____

Dept./Club/
Organization: _____ Workshop Location: _____

Email: _____ Phone: _____

Workshop Details

- Workshop requests are addressed on a first come, first serve basis. You must submit this form **a minimum of two weeks before your requested workshop date** however, we suggest submitting your request well in advance as dates fill up quickly.
- Hosts **must guarantee a minimum number of 10 participants**. If your group is smaller we suggest collaborating with other groups or classes to host a larger event.
- If the expected number of attendees is less than 10 people 48 hours in advance of the event we reserve the right to cancel the event.
- Hosts are expected to manage all logistics associated with the event including: marketing the event and managing registration (if applicable), booking a suitable room as well as providing all A/V required (lap top computer, projector and screen).
- After submission of this form, our staff will be in touch within 5 business days of your request.

Expected number of attendees (minimum required 10):

Please provide some details about your audience below:

Field of study:

Year of study:

Other Information (may include groups area of interests, work or volunteer background, experience level):

What information would you like the workshop to cover (ex: resume writing, marketing your degree, translating your volunteer or academic experience on your resume, networking, leveraging LinkedIn). Please provide as much detail as possible:

Please list 3 potential dates and times for your workshop to be held:

Date/Time Option 1:

Date/ Time Option 2:

Date / Time Option 3:

Office Use Only:

Confirmation Email Sent:

Facilitator:

Confirmed workshop date: