



Workshop Request Form

To request a workshop, please fill out this form. You can (1) drop off the form at The Wellness Center, Student Center East, 750 South Halsted, Room 238, (2) Fax it in at (312) 413-8438, or (3) e-mail it to wellness@uic.edu.

Please Note:

Please allow a **three week** notice when requesting a workshop.

Due to safety concerns on and around campus, workshops cannot be scheduled later than **6:30pm**.

Today's Date: _____

Organization making request: _____

For Office Use

Contact person:

Name: _____

Title: _____

E-mail: _____

Phone: _____

DATE:

Date requested (2-3 weeks in advance): _____

Workshop location: _____

Time requested (due to safety must be **no later than 6:30pm**): _____

Workshop Title: _____

Anticipated Attendance: _____ Audience Description: _____

How did you hear about us? (circle): Website Friend Other: _____

For Office Use

Completed by Workshop Coordinator

Confirm the following:

1. Request was received: _____

2. Sent request to presenters: _____

3. Confirmed with Requester that presenter was found: _____

4. **Presenter: Place evaluations in the Evaluation Bin**

Completed by Presenter

Actual attendance number: _____

Presenter Name: _____

Materials Provided & Number: _____
