



Workshop Request Form

To request a workshop, please fill out this form. You can (1) drop of 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 **6pm**.

Today's Date: _____

Organization making request: _____

Contact person:

Name: _____

Title: _____

E-mail address: _____

Phone: _____

Date requested: _____

Workshop location: _____

Time requested (including length of presentation): _____

Topic: _____

Objectives: _____

Anticipated Attendance: _____

Audience Description: _____

How did you hear about us? _____

Has the Wellness Center previously conducted any workshops for your group? Yes No

If Yes, Name or Topic of Workshop: _____

For office use:

Initial contact: _____ Confirmation: _____ Confirmed by: _____

Trainer: _____ Observer: _____

Actual Attendance number: _____

Materials Provided & Number: _____

Additional Notes: _____