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: __________________________