Program Request Form

Please fill out and return to Kathleen Converse by email (kathleenconverse@pacific.edu). Return no later than two weeks prior to the event date. Filling this form out does not guarantee that we will be available for the event date and time, so please specify alternative dates and times.

Person Requesting Program: __________________________ Phone Number: __________________________

Email: __________________________ Role on Campus: __________________________

Group/Class Requesting Program For: __________________________

Estimated Number in Attendance: _____ Program/Topic You Are Requesting: __________________________

_________________________________________________________ Length of Program: ______ hour(s)

Preferences for Dates and Times of Program (Please be flexible and give at least three possibilities):

1) __________________________ 2) __________________________ 3) __________________________

4) __________________________ 5) __________________________ 6) __________________________

Goal/Learning Objective(s) for this program (what do you hope students will learn or experience as a result of attending?): ____________________________________________________________

_____________________________________________________________________________________

How will you advertise the program if you do not have a captive audience? __________________________

_____________________________________________________________________________________

Other Information: ____________________________________________________________

_____________________________________________________________________________________

Signed: __________________________ Date: __________________________

____________________________________________________________

Office Use Only

Date Received: __________________________ Date Contacted Person Requesting: __________________________

Approved? (Y/N) ______ If No, Reason: __________________________________________________________

Date Scheduled: ___________ Marketing/Advertising: ________________________________________________

Other Notes: