

**Club Workshop Request Form**

**Contact Information**

*Please type the following information.*

|  |  |  |  |
| --- | --- | --- | --- |
| Club Name |  | Region:  |  |
| Club Address |       |
| Town Postcode |       |
| Requestor Name |       |
| Phone |       |
| Email |       |
| Skype Name |       |

**Request Form**

*Please type the workshop(s) or presentation(s) that you are interested in for your club.*

|  |  |
| --- | --- |
| Presentations |  |
| Workshops |  |

**Criteria**

*Please take a moment to complete the following questions to provide us with initial information to fulfill your request. Double-click on the shaded box and select checked from the upper right menu box.*

Audience Options

[ ]  Club Board Members

[ ]  Club Members

[ ]  Club Members and Guests

[ ]  Presentation/Workshop will be at a Regional Meeting

Format Options

[ ]  1-2 hour onsite session

[ ]  1-hour webinar or Skype (via internet)

[ ]  Half-day workshop

[ ]  Video followed by an interactive Q&A on Skype

**The Request Process**

Once we have received your request, Mary Adams, the Club Workshops Coordinator, will contact you to further discuss the logistics, expectations, and process.