

PRESENTATION/ PROGRAM/ TRAINING REQUEST FORM

Please fill out below form and
send back to

 tiffany.street@rochester.edu



FILL OUT ALL FIELDS BELOW

Today's Date: _____ Requested Date & Time for
Presentation/Program/Training: _____

Applicant Name: _____
First Last

Email Address: _____ Phone Number: _____

Department/Group: _____

Best way to contact: _____

Amount of people expected to attend: _____

Is pre-registration required? yes no If yes, how many currently registered? _____




What methods you have used to promote this event/program:

- Social Media
- Campus Community Connection (CCC)
- Fliers/Posters
- Co-Sponsorships
- Other: _____

Do you plan to provide food?: yes no

Disclaimers:

- Groups requesting a program/presentation/training are responsible for securing a location.
- Our office requires a minimum of 2 weeks advance notice. We are unable to provide programming on Saturdays and Sundays.
 - Medallion Program Requests must have at least 15 participants registered.
 - Programs in a Residential Hall/Special Interest House must have at least 10 participants present.

Presentation/Program/Training type requested:			
<input type="checkbox"/> Unpacking Sexual Misconduct 	<input type="checkbox"/> BADASS Bystander (2.5 hour class) 	<input type="checkbox"/> Event Fair/Information Table	<input type="checkbox"/> LGBTQ Ally Bootcamp 
<input type="checkbox"/> Title IX Refresher	<input type="checkbox"/> Supporting Your Friends and Yourself	<input type="checkbox"/> Sexual Misconduct Jeopardy!	<input type="checkbox"/> Other
If "Other" please explain:			
Please describe any specific situation or event that led to this request. You may also write "Refresher", "Annual", "Recognized Need", "General Interest" etc.:			

Upon completion of this form, please email the filled out and completed form to Tiffany Street, Assistant Director for Educational Outreach at: tiffany.street@rochester.edu.