



Program Request Form

Workshop Policies

- Requests must be submitted at least two weeks prior to the anticipated workshop date.
- Program length is typically 45min-1hr. Due to this, we highly suggest choosing only one topic area for each program.
- Programs can be held Monday-Friday and can go no later than 8pm. If you need special time accommodations please note this in the Comments/Special Requests section.
- We will contact you within 3 business days about your request.

Today's Date:	
Organization/Group:	
Contact Person(s):	
Phone:	
Email:	

Program Requested

- Career Services Overview
- Assessments (Strong Interest Inventory, Myers-Briggs)
- Choosing Your Major
- Resume Writing
- Interviewing Techniques
- Job Search Strategies
- Networking
- Graduate School Planning
- Dining Etiquette
- Other (please describe):

Number of Participants:	
Preferred Date:	
Alternate Date:	
Preferred Time:	

Location: Career Services
 Other: _____

What technology will be available?

Computer Internet Access LCD Projector None

Comments/Special Requests
