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| --- | --- |
| **Date of Request:** | Click here to enter a date. |
| **Contact Name:** | Click here to enter text. |
| **Phone Number:** | Click here to enter text. |
| **Topic of Presentation:** | Click here to enter text. |
| **Date of Presentation:** | Click here to enter a date. |
| **Alternate Date of Presentation:** | Click here to enter a date. |
| **Time of Presentation:** | Click here to enter text. |
| **Place of Presentation:** | Click here to enter text. |
| **Number of Participants:** | Click here to enter text. |
| **Additional Notes/Instructions:** | Click here to enter text. |
| **Type of Audience:** [ ] 1201/1301 Class [ ] Student Organization [ ] Department Other: Click here to enter text. |
| **Prior Learning Outcomes: (What do you want the audience to learn?)**Click here to enter text. |
| **OFFICE USE ONLY:** |
| Name of Presenter(s): |
| Date Confirmed: | Confirmed By: |
| Scheduled in Titanium? YES ⁭ NO ⁭ |
| # of Evaluations: | # of Participants: | Evaluation Average: |
| **Presentation Procedures****1. Presentation request must be within one-week notice.****2. Workshops are only 30-60 minutes in length and are adapted to fit requestors requirements.** |

To SUBMIT:

1. Save document as Workshop Reservation Form
2. Email to: maricela.bowyer@tamuk.edu and attach document