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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](mailto:maricela.bowyer@tamuk.edu) and attach document