

Workshop Request Form

Today's Date/ Time: _____

Contact Name: _____

Department/Organization: _____

Phone Number: _____

Email Address: _____

Type of Workshop Requested: _____

Location of Workshop: _____

Date and Time -

Preference # 1: _____

Preference # 2: _____

Preference # 3: _____

Things to know...

- 1) There will be a maximum of 7 days to receive a follow-up call.
- 2) Once you receive a follow-up, you will be asked to pick up marketing fliers in the Career Center.
- 3) You will receive a reminder at least one day before the workshop.
- 4) Please email this form as an attachment to AUPeerAdvisors@american.edu