

Program Request Form

CHWS provides workshops on a variety of topics related to emotional and physical well-being. We will be pleased to present a program to your group, provided that we have the appropriate expertise and that one of our staff can be available at the date/time requested. We are also happy to help you develop your program ideas to make them best fit your goals and intended audience. Program requests will be presented each Wednesday morning at our staff meeting, and you should be contacted shortly thereafter. **Please submit requests for programs at least one month in advance.**

Requestor Information:

Contact person(s): _____

Group(s): _____

Telephone: _____ E-mail: _____

Best way and time to contact: _____

Program information:

Please note: It is fine either to indicate a specific date and time (e.g., Tues. 10/11 @ 5:30) or to suggest “windows” of program times (e.g., any Tuesday in October). Please rank your choices.

Specific date/time: #1 _____ #2 _____

OR

Window of time: _____

Place/address: _____

Purpose of workshop: _____

Program topic/ideas:

Estimated # of participants: _____

Additional information:
