



# Samuel Merritt University

## Department of Basic Sciences Educational Workshop and Outreach Programs

### REQUEST FORM

Name of organization: \_\_\_\_\_

Name of primary contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### Attendees:

Number of participants (including organizers and chaperones): \_\_\_\_\_

Are participants over 18 years old? Y / N

If not, what is the age group (or grade) of the participants? \_\_\_\_\_

Are participants working professionals? Y / N

If yes, please state profession: \_\_\_\_\_

What are the educational goals of your visit? (Please be as specific as possible)

When would you like to hold your event?

NOTE: Please allow at least 2 months to plan and organize your event. Programs requesting the use of the Human Gross Anatomy Laboratory may only be booked from January through August and participants must be 14 years of age or older.

Would you like your event to be held at the facilities at SMU? Y / N

If no, where would you like to hold your event? \_\_\_\_\_

How much time have you allocated for your event? \_\_\_\_\_

Desired date: \_\_\_\_\_

First alternative date: \_\_\_\_\_

Second alternative date: \_\_\_\_\_

How did you hear about our educational workshop and outreach programs?