



## Workshop/Presentation Request Form

Please complete this form to request participation from the UCLA Financial Aid & Scholarships Office. This form must be submitted electronically to Financial Aid Outreach Supervisor fifteen (15) business days prior to the date of the event. We may not be able to accommodate your request if submitted less than fifteen business days before the event.

**Return this form via email to Sunterrah Palmer, Outreach Supervisor at: [spalmer@fas.ucla.edu](mailto:spalmer@fas.ucla.edu)**

PRESENTATION OR WORKSHOP INFORMATION	
Date of Event:	
Name of Event:	
Time of Event (Start and End):	
Address:	
Description of Program: (PowerPoint Presentation, Tabling, Panel, Etc...)	
Will this event be remote?	
Who is the audience:	
Projected audience size:	
Contact person for this event:	
Contact person phone number:	
Contact Person Email Address:	
Additional details about the event that you would like our outreach coordinator to be aware of:	
Equipment Requirements	
Please specify whether we will need to supply a laptop and/or a projector for this event.	