



Workshop Host Questionnaire

If you would like to bring Sedgwick Hines to your upcoming financial aid workshop as a presenter, please complete and fax this questionnaire to AvScholars Publishing, LLC. at 801-516-0639. We will respond to your request, promptly.

Section I: Requestor's Information

Contact Person: _____ Title: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Tel: _____ E-mail: _____

Fax: _____ Website: _____

Type of Organization:

School Organization Church Library Other: _____

Section II: Event (Workshop) Information

Event's Requested Dates:

Primary Date: _____ Event Time: _____

Alternate Date: _____ Event's City & State: _____

Event's Nearest Major Airport: _____

Location of Event: (Please provide the name and address of event's location.)

Type of Audience:

Students
 Parents
 Educators
 Other: _____

Event's Venue (Setting):

Classroom
 Auditorium
 Gymnasium
 Conference Room
 Other: _____

Estimated Attendance

How many people do you expect to attend the financial aid workshop? _____

Refreshments

Will there be water, beverage service, refreshments, or a reception? Yes No

Other Presenters

Will there be other presenters at this workshop? Yes No

If yes, please list the other presenters' names and topics to be addressed.

Section III: Available Equipment

Please check any equipment from the following list that could be provided in the event’s venue (setting), if needed or desired, and that could be set up in advance.

- Projection screen
- Internet connection
- Laser pointer
- Podium
- Lapel microphone
- Cordless microphone
- Speaker / Amplifier
- Worktables and chairs
- Easel, pad, and markers
- Paper or pads and pencils or pens
- Other: _____

Section IV: Additional Comments or Questions

How did you hear about Sedgwick Hines’ Financial Aid Workshops?

Signature: _____ Date: _____

Fax completed questionnaire to AvScholars Publishing at: **801-516-0639**



Please complete and fax the “Workshop Host Questionnaire to 801-516-0639, or mail it to:

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