

Additional Information: request for specific trainer, issues to address during training, goal of training, deadline for completion, etc.

Training Room Details:

Is the room equipped with the following:

- | | | |
|--------------------------------------------------|------------|-----------|
| Enough adult-sized chairs for all participants? | yes | no |
| Outlets for a laptop computer & projector? | yes | no |
| Projector screen or white wall for presentation? | yes | no |
| Space for flip chart? | yes | no |

Other information about your space:

How did you hear about us? (Please select all that apply)

E-mail Brochure Word of Mouth Website Other: _____

Office Use Only

<input type="checkbox"/> Permit	<input type="checkbox"/> Outlook Calendar	<input type="checkbox"/> Trainer Confirmation