



University Counseling Center
Counseling Services

Please complete and submit the form to request counseling staff for an event. A staff member will schedule a time to discuss the event with you and determine how we can support the activity. We request this completed form **at least three** weeks in advance, however we greatly appreciate additional notice. Submission of the form with advance notice allows time to meet and review it, clarify health or counseling's role in the event and identify the staff member to be present, if applicable, and ask questions.

Event Proposal

Name of person submitting request: _____

Contact information (Phone and Email): _____

Entity/Organization Name: _____

Date of the Event: _____ Time of the Event: _____

Location: _____ Title of the Event: _____

Summary of the event:

Target audience for the event and anticipated number of participants:

Specific activities for which health or counseling is being asked to participate:

Length of presentation, if being requested of counseling staff: _____

Impact of the event: What do you hope to provide others by participating in this event? What changes if any would occur because of this event?

Please submit **at least three** weeks in advance in requesting to partner for an event or to have a presence from the counseling center. Adequate notice assists staff in planning participation in outreach events while still providing regular services and programming offered by counseling.

For counseling staff only:

Date received: _____ Form received by: _____