**Lecture | Workshop Request Form**

Thank you for your request or query for more information. We will do our best to work with your organization to come up with a program that helps support your mission and participants. We appreciate your invitation and look forward to speaking with you.

Application Submission Date:

**PART 1: CONTACT**

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**ORGANIZATION**

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**ADDRESS**

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**NAME**

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**PHONE**

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**EMAIL**

**PART 2: ABOUT THE EVENT, CONFERENCE & ORGANIZATION**

1. What is organization’s mission?
2. Location of event
3. Anticipated number of participants
4. Hours for event *(ex: 1 or 2 day, workshop 9- 12pm, keynote for 90 minutes, etc)*
5. What is the proposed theme / title for the event?
6. Briefly list what you would like Dr. Malchiodi to teach or focus on or address in a presentation
7. Attach a copy of a similar brochure from last year if applicable

Please note: If you are requesting an **experiential workshop**, the following is what is generally needed to make your event a successful and effective experience for participants:

* Round, banquet style tables for approximately 6-7 participants each;
* Ability to make limited photocopies of experientials for participants to use during the workshop;
* Basic art supplies [easily available from discount stores or online]; this generally runs $2-3 USD per participant;
* LCD projection and sound system for music and films;
* A room with enough space for participants to move comfortably.