SCHEDULING REQUEST FORM

IMPORTANT NOTE

All program requests should be submitted to the CPE mailbox more than 10 calendar days — but less than a calendar year — from the date of request.
Any exceptions must be approved by The Center for Professional Excellence.
No program requests will be advertised on CPE website until approved.

Program Details:

Date of request:

Contact person for program details:
- **Contact phone:**

- **Contact email**:

Title of program:

Program Date (s):
- Additional Dates:

Number of expected participants — including facilitators: ☐ 0-7 ☐ 8-11 ☐ 12-20

Program objectives (s): *(what is to be taught or done by participants, resources used to achieve program objective, and end product expected):*

*Duration of Event: FROM: TO:

*See FAQs for space limits

Space preference: ☐ Classroom ☐ Conference Room

Additional details and/or questions:

EMAIL COMPLETED REQUEST FORM TO CPE MAILBOX AT THECPE@WINTHROP.EDU

ALLOW 1-3 CALENDAR DAYS FOR PROGRAM REQUEST APPROVAL.