



# RSO Workshop Request Form

This form must be submitted a minimum of **two weeks prior to your program date** in order to best serve your organization's request. If you have any questions, please contact a member of CIA in the Student Involvement Center at (309) 438-3212 or Bone Student Center 229C.

<b>*Contact Person's Name:</b>	
<b>*RSO Name:</b>	
<b>*Phone #:</b>	
<b>*E-mail:</b>	
<b>*Desired Date of Program:</b>	
<b>Start Time of Program:</b>	
<b>Duration of Program:</b>	
<b>Is the date/time of program flexible?</b>	
<b>Location of Program:</b>	
<b>Type of Room (Fixed Seating/Open Room):</b>	
<b>A/V Provided?</b>	
<b>*Expected # of Participants:</b>	
<b>*Topic of Program:</b>	
<b>Why Was This Topic Selected?</b>	
<b>Any Issues of which the presenter should be aware of?</b>	
<b>Is there any other information the presenter should know about your RSO?</b>	

\* denotes required information

As part of CIA's workshop process, we offer several services beyond the actual session with the RSO. A representative from CIA can meet with the contact person prior to the workshop, help the organization create goals on the topic(s), and then follow-up with the contact person/organization after the session. However, if your organization would like a basic "canned" workshop with no consultation or follow-up, please check here \_\_\_\_.

When are you generally available to meet with a member of CIA to discuss your workshop?