## University of Redlands Counseling Center Outreach Request Form

Note: We cannot meet every request due to our clinical focus, but we will make every effort to work with you. Requests that are received at least three weeks prior to the planned outreach event are most likely to be filled. To request an outreach presentation for your event, office, or department, please complete the form below. If you do not received a response from our team after 2 weeks of submission please email the Counseling Center Administrative Assistant, Maria Olson at maria olson@redlands.edu.

## **Contact Information**

Name:

Phone & Email:

Who is the request for?

What is the request for?

## **Event Details**

Date of event:

Location:

Start Time & Duration:

Number of Attendees:

Primary Topic, Secondary Topic (if applicable):

Describe the audience that will be in attendance:

Explain your goals for this event: