



Training Request Form

Date

Requestor

Title

Phone

Requestor Information

Email Address

Additional information

Point of Contact During Planning/Arrival for Training

Company/District/School/Other

Preferred Dates for Training

(2)

(3)

Type or Name of Training Requested

Description of Training Discussed

Location of Training (Physical Address, Building #, Room #)

Time/Duration of Training (Dates/Times)

General Agenda or Schedule During Training

Audience Composition

Level of Audience Knowledge of Training Topic

Overall Goal of Training

Interested in One-time Training or Follow Up Trainings

Training Coordination Information

Communication Access Needs?

Responsibility Party for Acquiring/Paying Accommodations (ASL interpreters/speech-to-text, large print, etc)

Is There a Need For Specialized Content Knowledge?

If so, What Content/Who Will Provide That?

Handouts, Materials, Resources Used for Training?

Who Will be Responsible for Producing/Providing Materials?

Is There a Need For Tech Equipment (i.e. Laptops, iPads, etc)?

Who Will be Responsible for Providing Tech Equipment?

Refreshments/Meals?

Who Will be Responsible for Arranging For/Paying For Refreshments/Meals?

Will CEUs be Necessary?

Who Will be Responsible for Coordinating CEUS?

Additional Special Needs (i.e. Food, Access)

Who Will be Responsible for Registration or Sign Up for Training?

How will #s of
Participants/Needs of
Participants be Communicated
to Planner?

Equipment/Materials to Take to Training (i.e. Flip
Chart Tripods, Power Cords, Laptops, etc)

Hotel Options in Near Vicinity:

Additional Details/Comments:

For use by Planner:

Names of Trainer:

- 1.
- 2.
- 3.

Topics Assigned to:

- 1.
- 2.
- 3.

Honorarium/Stipend/Fees

- 1.
- 2.
- 3.

Training Proposals Descriptions from Trainers Due By: _____

Paperwork to Process Fees/Travel Expenses Due By: _____

PPT/Handouts/Resources Due to Planner By: _____

Travel Arrangements Completed By: _____

Hotel Reservations Completed By: _____

Budget/Cost of Training	Cost
Trainers	
Travel	
Materials/Resources	
Interpreters/Speech-to-Text	
Additional Access Needs	
Facilities	
Transportation	
Refreshments	
Others	
Miscellaneous	
Total	

Additional Details:

Additional Communications with Requestor: