

UCLA FINANCIAL AID AND SCHOLARSHIPS OFFICE
Request for a Presentation/Workshop

Please complete this form when requesting Financial Aid and Scholarships office participation in an outreach event. In order to allow us to evaluate your request and, if approved, allocate the necessary resources, this form must be submitted to Financial Aid and Scholarships at least fifteen (15) business days prior to the date of the event. We may not be able to accommodate your request, if submitted less than fifteen business days before the event.

Please return this form via fax to 310-206-7419 or email econroy@saonet.ucla.edu

PRESENTATION OR WORKSHOP INFORMATION	
Date of Event:	
Name of Event:	
Time of Event (Start and End):	
Location:	
Description of Program: (PowerPoint Presentation, Tabling, Panel, Etc...)	
Who will be in the audience:	
How large an audience do you expect:	
Name of our contact person for this event:	
Contact Person's Phone Number:	
Contact Person's Email Address:	
Additional details about the event that you would like our outreach coordinators to be aware of:	
Equipment Requirements	
Please specify whether we will need to supply a laptop and/or a projector for this event.	