**Marymount University Counseling Center**  
**Outreach Event Request Form**

**Name(s) of Requestor(s):** 

**Date & Day of Event:** 

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>Time of Event:</th>
<th>Length of Event:</th>
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<tbody>
<tr>
<td>Click here to enter a date.</td>
<td>Click here to enter text.</td>
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<th>Telephone:</th>
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**Topic (check all that apply):**

- Counseling Center Services & Resources (If for a presentation: 15-20 minutes required)
  - Stress Management/Relaxation Strategies
  - Depression
  - Assertiveness / Conflict Resolution
  - Other (please describe):
    - Click here to enter text.

**Presentations for faculty/staff:**

- Managing Students in Distress
- Managing reactions to a traumatic event (death of a faculty member, violence on school property, etc.)
  - Please describe: Click here to enter text.
  - Other (please describe):
    - Click here to enter text.

**Nature of Event:**

- Resource Fair
- Panel Discussion
- Classroom Presentation – Course number/name: Click here to enter text.
- Training (please describe): Click here to enter text.
  - Other (please describe):
    - Click here to enter text.

**Audience Description (check all that apply):**

- Prospective Students (bold or circle one): Undergrad / Graduate / Both
- Current Students (bold or circle one): Undergrad / Graduate / Both
- Student Leaders (bold or circle one): RAs / OLs / PMs / Tutors / Other (describe):
- Faculty Members – Department:
- Staff Members – Office/Division:
- Parents / Family Members
- Other (please describe):
  - Click here to enter text.

**Location of Event:**

**# of Attendees (approx.):**

**Is PowerPoint available?**

- Yes
- No

**Additional Comments:**

- Click here to enter text.

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Revised 07/13