

**STUDENT LEADER FELLOWSHIP PROGRAM**  
***Skill Builders! Leadership Workshop Series***  
**Planning Form**

Name:

Work Phone No. & E-Mail:

Co-Presenter:

Work Phone No. & E-Mail:

Workshop Title:

Occupation:

Address:

Occupation:

Category ('s): Please check all that apply.

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Diversity  | <input type="checkbox"/> Real world/Professional/Self growth |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Health                              |
| <input type="checkbox"/> Service    | <input type="checkbox"/> Sustainability                      |

Please list and describe what you hope your audience will learn about leadership as a result of your workshop:

If you presented this workshop previously, would you like to use the same description?    Yes    No  
If no, please write your new description (up to 50 words):

If you presented a workshop previously, would you like to use the same picture?    Yes    No  
**(If no, please attach a new head shot).**

Date and time preferred for workshop, please list a few, as we try to schedule workshops around campus events/activities:

Maximum Attendance:                      Minimum Attendance:                      Workshop Charge \$ *(if applicable)*

**Room Set-Up Needs** *(if you are unsure, we will call you when your workshop gets closer):*

_____ Block (closed center; seated around outside)	_____ U-Shaped (seated outside the "U")
_____ Head table for ____ <i>(how many?)</i>	_____ Classroom (tables and chairs)
_____ Chairs in a Circle	_____ Theatre (chairs only; no tables)

**Audio-Visual Equipment Needs** *(if you are unsure, we will call you when your workshop gets closer):*

_____ Chalkboard	_____ Podium
_____ Flip chart with paper	_____ Screen
_____ Laptop projector (you must provide laptop; need at least 2 days advance notice)	_____ TV/VCR
	_____ Speakers

**Special Requests:**

**Please return this form to:**

Michael Stamm  
mstamm@nmu.edu  
Student Leader Fellowship Program  
Center for Student Enrichment  
1206 University Center  
906.227.1771