

WORKSHOP RESERVATION FORM

Please complete this form with the required information and return to Jessica Caron in the career services office at jessica.caron@vaughn.edu. Contact Person will be notified when the arrangements are complete.

Maintenance, custodial, and security service needs are available and will be determined by the director of career services and the manager of institutional events.

Please provide 7 business days' notice for reservation.

Date Submitted:

Organization:

Contact Person:

Contact Phone/ E-mail:

WORKSHOP INFORMATION

Presenters can select a topic of their choice or use pre-developed career services workshop. Refer to the Career Services section of the Vaughn website for a list of pre-developed workshop topics.

TOPIC: _____

PRESENTER (if different from Contact Person): _____

Presenters can choose to conduct a workshop on any Tuesday/Thursday of the academic semester from 11 a.m. to 12 p.m.

DATE: _____

Will you be preparing your own workshop materials? _____

*Please e-mail workshop presentation material to jessica.caron@vaughn.edu no later than one day prior to workshop date.

Additional comments/ special requests needed for workshop:

Return completed form to Jessica Caron, director of career services at jessica.caron@vaughn.edu. Forms must be submitted one week in advance of reservation date.

For questions or additional assistance, contact Jessica by phone at 718.429.6600 ext. 148.