



Seita Scholars Program

Center for Fostering Success

WESTERN MICHIGAN UNIVERSITY

PROGRAM PRESENTATION REQUEST FORM

Thank you for your interest in the Seita Scholars Program! Due to the high number of presentation requests we receive, we ask that you please fill out the following presentation request form. Once the form is received, you will be notified on the status of your request within 48 hours. Please note that, due to staffing conflicts, we may be unable to accommodate all requests. In the case that we are unable to arrange a presentation, we are happy to send pertinent materials to assist you in providing information about our programs.

Group Name _____ Contact Person _____

Contact Phone Number _____ Contact Email Address _____

Date(s) of Presentation _____ Time(s) of Presentation _____

Location of Presentation _____ Number of People in Attendance _____

I would like more information about:

Seita Scholars Program

Fostering Success Coach Training

Our group provides a stipend for speaking and travel costs to guest presenters: Yes No

Stipend Amount/Description:

Purpose of Presentation (what information would you like us to include):

Technology Available: Projector and Screen Sound/Speakers Other:

Please send the completed form:

By Mail:	By E-mail:	By Fax:
Seita Scholars Program Western Michigan University 1903 W Michigan Ave Kalamazoo, MI 49008-5302 Attention: Nicollette Alston	Seita-Scholars@wmich.edu Subject: Presentation Request	(269) 387-8360 Attention: Nicollette Alston

Date request received: _____ Presentation Scheduled: _____