Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_



**VIRTUAL WORKSHOP REQUEST FORM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization, School, Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tell us about your organization or group. (Do you have a GSA or are you interested in starting one?)**

**Please tell us about the audience for the workshop. (Who is this workshop for?)**

**Please tell us which topics or areas of interest you are hoping to learn/gain knowledge about:**

**Awareness, Inclusion and Affirmation Workshop Requested (Please visit website for details):**

**□** Full - live online workshop series, 3 workshops at 2 hours each - $900

**□** Condensed - live online workshop, 3 hours - $450

**□** Specific Focus - live online workshop, 1-3 hours - Please submit form for quote

**□** Unsure, please comment:

*Please contact us to discuss larger group options and package deals (workshops and consultations)*

**Number of attendees expected:** \_\_\_\_\_\_\_ (Virtual = 20 max. Additional attendees potentially added at a charge)

**We highly recommend all staff/personnel attend the workshop. Will participants be required to take the session?**  **□**Yes □No □ Unsure If no, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2SLGBTQ+ Level of knowledge of participants (please check all that apply):**

**□** Not a lot of knowledge **□** Basic knowledge **□** Fairly Knowledgeable

Other comments regarding knowledge:

**Accessibility requirements:**

**□**Closed Captioning **□**Dyslexia-Friendly Font **□**Printed Transcripts  **□**Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please propose a few dates & times that would work for the workshop. (A minimum of 4 weeks’ notice to accommodate most requests is suggested):**

**Please provide proposed start and end times (and required breaks if necessary) for your session:**

**Financial commitment:**

**□** The fee for a full workshop divided into 3 sessions of 2 hours each is $900 for a maximum of 20 people per session.

**□** The fee for a condensed 3-hour live online workshop is $450 for a maximum of 20 people per session.

**□** The fee for a specific focus workshop will vary based on your needs.

*Please submit this form and the Education team will contact you for more information and to provide a quote.*

***Please note that we don’t turn away training opportunities due to financial restraints.***

***Please inquire about our sliding scale rate.***

**Other comments or questions:**

Please email this form to: [deneg@rainbowresourcecentre.org](mailto:deneg@rainbowresourcecentre.org)

Should you have any questions please email [deneg@rainbowresourcecentre.org](mailto:deneg@rainbowresourcecentre.org)

*Once received, we will confirm the date, time and fees. We will email a Letter of Agreement then an invoice.*

*We will then create a Zoom link and email you all the details for the workshop.*