



# TRAINING REQUEST FORM

To be completed by the Host Agency during the scheduling process. Please complete the questionnaire below and email to [ndptc-operations@lists.hawaii.edu](mailto:ndptc-operations@lists.hawaii.edu) or complete the form online at [https://ndptc.hawaii.edu/training/training\\_request\\_form/](https://ndptc.hawaii.edu/training/training_request_form/) (NDPTC account and login required).

Course Name:	
Course Location:	Venue Capacity (minimum 20):
Class Date(s):	
Class Time(s):	

Hosting Agency & Contact Information (Primary)	
Agency:	
Contact Name:	
Contact Address:	
Work Phone:	Cell:
Email Address:	

Hosting Agency & Contact Information (Secondary)	
Agency:	
Contact Name:	
Contact Address:	
Work Phone:	Cell:
Email Address:	

Registration	
Would you like NDPTC to manage registration?	Registration code?
If not, how?	Registration Details:
Registration contact name:	Phone:
Email Address:	
Registration site:	



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## ADMINISTRATIVE INFORMATION

Would you like us to create a promotional flyer?

Would you like us to assist via social media?      Facebook      Twitter      Instagram

Is this course delivery for a special event?      If yes, what event?

Do you have any specific requests? (i.e. instructor requests, instructor bios, specific examples you would like the instructors to include, post-delivery evaluation reports, etc.) \* *Instructor requests cannot be guaranteed* \*

## TRAINING FACILITY

Classroom Facility:

Address:

Facility POC Name:

Email Address:      Work Phone:      Cell:

Will the instructors have access to the facility the day prior to the training for setup and A/V check?      If yes, what time?

What time will the instructors have access to the facility on the day of the training?

Facility should have the following:

- ✓ Adequate capacity for participants and breakout groups ✓      Electrical outlets
- ✓ Projection screen ✓      Internet access

**\* WiFi may be required for some courses including all Social Media courses\***

Please confirm that all of the requirement above are available at the facility.

## On-site Contact:

Same person as:      Hosting agency contact      Facility POC

If different, name:      Phone:

## SHIPPING INFORMATION (EQUIPMENT AND MATERIALS ARE SENT VIA FEDEX PRIOR TO THE DELIVERY)

**NDPTC equipment and materials must be securely stored until the course delivery**

Ship to:      Training facility      Hosting agency      Other

Address:

Shipping POC Name:      Email:

Work Phone:      Cell: