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|  | National Alumni Association Greater Dallas ChapterP.O. Box 225953Dallas, TX 75222-5953 |

# Workshop Request

This committee would love to give the National Alumni Association a chance to suggest workshops you would like to attend. If you feel you have valuable information to share, please feel free to complete this form and present a workshop. The chairperson, Maxine Pride will contact you once a request has been made to secure the workshop presenter.

## Request Guidelines

1. The person making the request must be financially active in the national alumni and/or chapter alumni.
2. All workshop requests must be postmarked or received by 11/30/2018 by 12am CST.
3. All questions/concerns should be sent to Maxine Pride, mp70asu@yahoo.com or 214-662-4384.
4. The form must be filled out completely.
5. Since the number of workshops we can present are limited, the workshops will be determined on a first come first serve basis.
6. Please indicate audio/visual requirements: projector, screen, microphone, wifi, etc.

## Request Information

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| Title of Workshop: Workshop Presenter:  |  |  |  |  |
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## Requestor Information

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| Requestor Name: |  |
| Chapter Name: |  |
| E-Mail Address: |  |
| Phone No: |  |

## For Committee Use Only

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| Date Received: |  |  | Time: |  |
| Location: |  |  | Confirmation Sent: |  |