

# Program Request Form

*Place your order from our à la carte menu*



Fayetteville State University  
Office of Career Services  
1200 Murchison Road, SBE Bldg, Suite 230, Fayetteville, NC 28301  
Email: [careerservices@uncfsu.edu](mailto:careerservices@uncfsu.edu)  
Webpage: <http://www.uncfsu.edu/CareerServ/Faculty.htm>

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

Type of program requested. Please be specific. (For topics, refer to menu list on reverse.)

\_\_\_\_\_  
\_\_\_\_\_

Program length (most topics are developed for 30 or 50-minute programs): \_\_\_\_\_

Anticipated audience size: \_\_\_\_\_ Target audience: \_\_\_\_\_

Preferred program date\*: \_\_\_\_\_ Preferred program time: \_\_\_\_\_

Alternate program date: \_\_\_\_\_ Alternate program time: \_\_\_\_\_

Specific location for program – Building: \_\_\_\_\_ Room number: \_\_\_\_\_

*Please note: A projection screen or appropriate wall is required for all programs.*

\*Please return this form two weeks before the preferred program date to:

Career Services – 1200 Murchison Road, SBE Bldg., Suite 230, Fayetteville, NC 28301

Phone: 910-672-1098 – Fax: 910-672-1684 email: [careerservices@uncfsu.edu](mailto:careerservices@uncfsu.edu)

Thanks!

~For Career Services Use Only ~

Form received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Program presenter(s): \_\_\_\_\_ Date confirmed: \_\_\_\_\_

Presentation attendance: \_\_\_\_\_