Faculty Development Office – Workshop Proposal Form

1. Please provide your contact information (name, department):

2. What is the title of this workshop?

3. Who will be leading the workshop? List their names and titles here:

4. Please provide a brief description of the workshop (1-2 sentences):

5. What day of the week would you like to present this workshop?

6. How long would you like this workshop to be?

7. What month would you like to present this workshop?
8. What type of learning space would you prefer?

9. What types of media services will you need?

10. Who is the intended audience for this workshop?

11. Is there any other information you would like to provide regarding this workshop?