Employee Assistance and Wellness Presentation Request Form

Thank you for your interest in planning a departmental program with Employee Assistance and Wellness. Please answer the questions below so we may respond efficiently to your request.

1. Contact information of requesting person/department:

Name and title:   
NAU department:  
E-mail address:  
Telephone number:

1. What is the intended purpose and topic of the presentation you are requesting?
2. What type of program are you seeking? (Interactive, formal instructional, etc.)
3. Who will the program benefit? (Which NAU department/s and work group/s will   
   attend?)
4. How many people do you expect to attend?
5. What is the date, time and duration of the event?
6. Where will the event be held?

Please e-mail this form to [ask-eaw@nau.edu](mailto:ask-eaw@nau.edu?subject=Presentation%20request%20form) or print and fax it to 928-523-8092. Allow one week for a response.

*Please note we require a minimum of 6 weeks advance notice for a customized program or event.*