**Workshop/Assembly Request Form**

**Once completed, please e-mail to** [**Sidney@genaustin.org**](mailto:Sidney@genaustin.org)

School or Organization (required)

Address

School Official/Primary Contact (required)

What is your relationship to the girls? (required)

Primary Phone Number

Secondary Phone Number

Email (required)

*If we need to send invoices to a different address, please provide it below.*

Invoice Email

Which workshop topic(s) are you interested in scheduling? Please choose only one. (read more about each workshop on our website at <http://genaustin.org/what-we-do/girl-talk-workshops/>)

Friendship

Body Positivity

Stress Management

Social Media

Healthy Relationships

Communication

Adult/Parent Workshop

\*Please note – we are able to incorporate technology into these workshops upon request.

How many girls TOTAL would you like to serve? Workshops can accommodate 10-300 girls. (required)

What are the grade(s) of the girls? Workshops are designed for girls in grades 3-12. (required)

Now, let us know some dates that work for you. Our calendars fill up fast, so please be as specific as possible! We can be available during and afterschool hours. Workshops typically range from 30-90 minutes.

1st choice: Date       Time        
  
2nd choice: Date       Time

Please describe the space in which your workshop will take place.

Please check any of the following that will be available:

White Board

Chalk Board

Desks / Chairs

Tables / Chairs

Girls will sit on floor

Girls will sit in bleachers or chairs without tables/desks

Projector

Laptop

Microphone

Is there anything you would like us to know about your school/program’s environment? Are there particular issues girls are facing that you would like for us to address? Anything else we should know?

Each workshop costs $150. Each assembly (over 50 girls) costs $250. We do have limited financial assistance available. Please let me know if you need assistance.

By submitting this workshop/assembly reservation form, you agree to:

* Provide a private space for the workshop or assembly
* Recruit a minimum of 10 girls for a workshop, or 50 for an assembly
* Communicate schedule changes to a confirmed workshop or assembly at least one week in advance