

PLEASE FILL OUT THE FORM BELOW AS COMPLETELY AS POSSIBLE

Part I – Contact Information

Company/Organization Name:

Please briefly describe your business:

Contact Name:

Contact Phone:

Contact Email:

Are **you** the key decision maker?

If not, please provide name of decision maker:

Part II – Training Needs

Is there an approved budget for this training?

Please provide the type of training you need:

(For example: MS Office, Desktop Publishing, Apple, Databases, Web Design, etc.)

Please describe thoroughly and clearly the outcomes desired by the training (s):

(For example, "Participants need to know how to create tables, mail merge, animations, queries, etc.)

- 1.
- 2.
- 3.

Part III – Training Timeline

Targeted Date(s) of Training:

Time of Day Preferred (if any):

Part IV – Participant Profile

Please describe the participants attending training:

(For example, engineers, managers, accountants, directors, etc.)

of estimated training participants: _____

Part V – Training Location

Do you want to hold the training at your facility?

Do you have a computer lab?

PC or Mac?

Interested in the U of U Extension Sites* such as Bountiful, Salt Lake, Murray, or Sandy?

If so, which one (s):