



IPFW Health & Wellness Speaker Request

To request a Health & Wellness speaker, complete this form and return it to Walb Union, room 234. You may direct questions to 481-6746 or rohertyj@ipfw.edu. Please allow at least two weeks of lead time.

ORGANIZATION

Contact Person /Title: _____
Department/Organization Name: _____
Bldg/Room: _____ City: _____ State: _____ Zip code: _____
Phone: _____ Fax: _____ E-mail: _____

MEETING

Type (i.e., business, social, retreat, etc.): _____
Date requested: _____ Location: _____
Start time of presentation: _____ Length of presentation requested: _____ (i.e., 15 minutes or more)
Format of presentation: PowerPoint Roundtable/Discussion group Other _____
Audience: Faculty (Number attending _____) Student Group (Number attending _____)
 Administrative/professional (Number attending _____) IPFW Class (Number attending _____)
 Clerical/service (Number attending _____)
 Other: _____ (Number attending _____)

PRESENTATION – Choose from these topics:

- Cooking Nutrition Stress Management
- Fitness at Your Desk Walking Meetings Fitness
- Communication Quick and healthy Meals Mindful Eating
- Beginning Exercise Quick and Healthy Meal Ideas Relax, Release and Renew
- Group Fitness Other _____

AVAILABLE EQUIPMENT FOR PRESENTER (Please check all that apply):

- PC/Laptop (for PowerPoint) DVD player Dry erase board Flip chart
- LCD projector (for PowerPoint) VCR Chalkboard Podium
- Microphone CD player Other _____

Health & Wellness Programs Use Only

Date rec'd: _____

Speaker: _____ Title: _____

Date assigned: _____ Cost: _____ Signature: _____

Notes: _____