

# EIM WORKSHOP REQUEST TABLE

USE THIS TABLE ONLY IF you need the EIM Office to find a workshop facilitator for you.

IF YOU ALREADY HAVE the details arranged with the facilitator, send the following details in an email:

- 1) language; 2) date; 3) time; 4) facilitator name; 5) building/room name;
- 6) max #it can hold; 7) need workbooks?

LANGUAGE	1 <sup>ST</sup> Choice Date	Start Time	2 <sup>ND</sup> Choice Date	Start Time
ENGLISH				
SPANISH				
OTHER:				

Parish/School: \_\_\_\_\_ City: \_\_\_\_\_

Building and/or room workshop will be held in: \_\_\_\_\_

Max # people this room can hold: \_\_\_\_\_ Do you need workbooks?    Yes    No

EIM site administrator submitting form: \_\_\_\_\_ Date: \_\_\_\_\_

EIM site admin phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Note:** workshops are only posted 2 months out. Please don't send me date requests for more than 3 months out, but you can hold the space at your site for that date and send request when closer.

**PLEASE FAX THIS COMPLETED TABLE TO (512)949-2529  
OR SCAN/EMAIL TO [emily-hurlimann@austindiocese.org](mailto:emily-hurlimann@austindiocese.org).**

**If you do not receive the standard confirmation email within a week,  
please follow up with a phone call to make sure I received your request.**

*REMINDER: Do not advertise any workshop until it is posted to eApps.*

July 2018