

## VIRTUS - Protecting God's Children Hosting VIRTUS Training Session Form

(Please print in blue or black ink only)

Date requested

Starting time

(Sessions average 2.5 hours in length)

**Contact Information:**

Name  Title

Parish/School

City  Phone  Fax

Email Address

**Facility Information:**

Name of room session will be held in

Maximum capacity of room

Room should be set up with tables and chairs facing the screen.

**Equipment Required:**     DVD Player (stand alone)     Large screen     or TV     Sound system

Simple refreshments are expected at each session. Please provide coffee, tea, water, cookies, etc.

**Note:**

**There will be no admission 10 minutes after the session begins.**

**The session is subject to cancellation if there are less than eight (8) people registered 24 hours before the session.**

**Any cancellation notice will be through email.**

Someone must be present one hour before the session starts to let in the presenters and at the end of the session to close/lock the room.

Name of that person  Cell Phone Number

Where the presenter should meet this person

Signature

Date

**Office use only**

Approved

Facilitator