Presentation Request Form

The EFSC-UCF Writing Center consultants offer presentations to introduce classes and other campus groups to the writing center and talk about what writers can expect when they visit. A typical introductory presentation lasts about 10 minutes. Please submit a request at least a week or two in advance of your preferred presentation(s) date to give us the best chance of being able to accommodate it.

This form is for the basic introductory presentation. If you’re looking for a longer presentation or workshop on a specific topic, please contact the EFSC-UCF Writing Center coordinator Carol Harvest (harvestc@easternflorida.edu) with more information about your request.

Instructor and Course Information

Full name: _______________________________________
Department: _____________________________________
Office Location: ________________________________
Telephone: _____________________________________
Email: _________________________________________
Course Prefix and Number: _______________________
Classroom Building and Room Number: ____________
Enter beginning and end time (e.g. 9:25am-10:40am): _________________
Number of Students: _______

Preferred Presentation Date and Time

First Choice: ________________
Second Choice: ______________
Third Choice: ________________
Beginning of Class: ____________
End of Class: ________________
No preference: _______________