

## **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](mailto: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: \_\_\_\_\_