

# Community (non-MUSC) Health Event Request for MUSC Nutrition Services

This request form is 2 pages long. Please complete this request in its entirety and fax to (843) 792-8364. Someone will acknowledge your request within 1-2 business days.

Thank you for contacting MUSC Nutrition Services.

## Contact Information

Contact Person:
Organization/Affiliation:
Phone:
Email:
Website:
How do you prefer to be contacted?
What is the best time of day to contact you?
Is there an emergency number where you can be reached at the last minute (eg: on the way to the event)?

## The Event

Title of Event:
Date:
Start time and end time:
Location:
Preferred topic:
Number of people expected:
Audience (eg: kids, doctors, etc):
Will there be an honorarium?
What is the format for this event (eg: formal presentation, informal talk, display only, etc? Please describe in detail.)
If we are unable to accommodate your request, would you like for us to provide handouts or some other type of material? Please elaborate.

### **Other Considerations – for a lecture type event**

If handouts will be used and are provided to you ahead of time, do you have the resources to make copies? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: How far in advance do you need the handouts?
Is power point available? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Is a laptop or computer available? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Is a projector and projection surface available? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Is there something to write on (white board, chalkboard, flipchart, etc)? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Is there support for lecture notes (eg: podium)? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Is there a microphone or amplicification system available? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:

### **Other Considerations – for a health-fair type event**

Will a table be provided and already set up? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: Will the table be skirted and have a tablecloth?
Will there be chairs? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments: If so, how many?
Will there be other staff available to help work the booth? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:

Additional comments: