

Unit requesting training (Area / Division) _____

Point of contact: _____ Phone #: __ () _____

Address: _____

Type of training: _____

Length of training (for example: 2 days, or 8 hours, etc...): _____

Estimated total number of participants: _____

Available to which area or division(s)?: _____

Desired locations: site/town/state (list three options - if less than three, indicate why)

- 1. _____
- 2. _____
- 3. _____

Desired dates of the event: (list three options - if less than three, indicate why)

- 1. _____
- 2. _____
- 3. _____

Time convening / concluding: _____ / _____

Is it classroom dock-side and/or on-water training?

Conference rooms needed? How many? _____

Conference room set up (**theater/classroom/board/internet connection**)? Describe below:

Which meals should be provided to members? List estimated number needed. If multi-day training, please separately list each day and each meal needed.
