

PEBA & PHILADELPHIA HUMAN RESOURCES PLANNING SOCIETY

Outreach Program

Interview Skills Workshops 2012

Meeting Space Facilities Form

Can your Center City business facility host one or more workshops for up to 35 people, class room style or at scattered tables? If yes, print out and complete this form, and fax it to Diera Shaw 215.546.9174 or e-mail to dshaw@academiesinc.org by January 16, 2012.

Name _____ **Title** _____
(Please print)

Company Name & Address:

Numbers: Office: _____
Cell: _____ Optional
Fax: _____
E-mail: _____
Home:* _____ Emergency Contact Only

* Is PHRPS authorized to list your home number on the contact information sheet distributed to all volunteers for emergency contact only? ___Yes ___No

The following AV Equipment is needed for the program. Please indicate if they are available:

Projector: Yes____ No____
Laptop: Yes____ No____
Screen: Yes____ No____
Other (please list): _____

Dates your space is available (please select from the interview training dates on the application to volunteer) _____

Retain a copy for your records! Thank you!