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| **Classroom-based:** At a minimum, 25 business days advance notice is optimal to ensure we locate a trainer with experience in your course topic. Six to eight weeks is needed to create a classroom-based course that is customized to your company. Consult with your account management team if customization is needed as additional fees may apply. **Webinars:** Due to their popularity, a minimum of 25-business days advance notice is also optimal for requesting webinars. Six to eight weeks is needed to create a webinar that is customized to your company. Consult with your account management team if customization is needed as additional fees may apply. |

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| **Requestor** | Name:  |       | Title:  |        |
| Email:  |        | Ph:  |         | Alt Ph.:  |        |

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| **Event** **Location**  | Address: :  |       |
| Specific Floor/Room/Cafeteria: |       |
| City:  |         | State:  |     | Zip Code:  |        |

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| **Site Contact** **at location** | Name:  |       | Title:  |        |
| Email:  |        | Ph:  |         | Alt Ph.:  |        |

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| **Date Requested** |  | **Start time** |       | **End time** |       | **Time Zone** |  |
| **Training Title**  |       | **# of Participants** |       |

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| **Dress Code**  |  | **Training Type**  |  |
| **If webinar, will you be using your own technology to host this training** |  | **Please note: If using your own technology, you will be responsible for the technology, technical support, driving the presentation and insuring the trainer receives instructions/invite to join** |
| **Will the training be recorded**  |  | Please note that a Legal agreement needed when not using Magellan platform |
| **Specific trainer requested**  |  | If Yes, provide name:      |
| **Will two weeks be sufficient for trainer confirmation** |  If ‘NO’- time frame needed:       |

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| **Audience type**  |   | Other:  |       |
| **What are their responsibilities/duties** |       |
| **Is something going on that led you to this request**  |        |
| **Training style that works best for this group** |  | Other |       |

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| **Would you like to use**  |  [ ] Key Features of the program Handout [ ] Participant Evaluations |

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| **Additional information concerning this training** |       |