



Learning and Development Department

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UK Registered Learning Provider No.: 10021022

Session Request Form

Thank you for your interest in our delivering a workshop for you / your organisation. In order to help us with our planning, could you complete this form and return it to us as soon as possible. We will be in touch to discuss your requirements.

Session Details:

Workshop Title: _____
Date: _____
Times: from: _____ to: _____

If you want a bespoke session, please write your learning outcomes here:

Contact Person:

Name: _____
Position: _____
Organisation: _____
Telephone: _____ Fax: _____
Email: _____

Venue Details:

please tick if you would like to use the PHEW Centre for your session

Venue Address: _____
Town: _____
Post Code: _____

Equipment Details:

(please tick if the following equipment is available for us to use if required.)

Flipchart Easel & Paper: Multi-media Projector
Overhead Projector:
Television & DVD Player:

Other Useful Information:

How many people will be attending the session? _____
Do any of the learners have any learning support needs? If so, please give details: _____
What is parking like at your venue? _____
Is lunch available? **Yes / No** _____

If you use our centre & would like lunch provided, please let us know-this would be charged at cost.

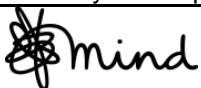
I / we confirm that : The above details are correct to the best of my / our ability;

- We will look after the publicity for the course and will contact you if we require any further details;
- We will advise you, in advance of the workshop:
 - if any of the participants have any special learning needs, e.g. sight, hearing, mobility, health etc. that we should be aware of;
 - the numbers of learners attending to aid in handout preparation;
- Where possible, names will be supplied to help with preparation of certificates of attendance; *if you are unable to do this, we will forward handouts after the workshop* Your invoice will be processed as soon as it arrives and forwarded for payment;

Signed: _____

Date: _____

If you complete this form and email it to us, please type your name and we will accept that as your signature.



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