



## TRAINING/SPEAKER REQUEST

### **PARTIES** Provide the name(s) and information for the requesting employer, union, or organization.

#### REQUESTING PARTY

Party Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

#### ADDITIONAL PARTY

Party Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Ext. \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### **TYPE OF REQUEST** Indicate whether this is a request for training or a speaker.

☐ **TRAINING**

Do both parties agree to training? ☐ Yes ☐ No Anticipated Number of Participants \_\_\_\_\_

Bargaining Unit(s) Involved \_\_\_\_\_

☐ **SPEAKER**

Reason/Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Speaking Time Frame \_\_\_\_\_

### **ADDITIONAL INFORMATION** Include any special requests or scheduling needs.