



Learning in Retirement Course Proposal Form



Coordinator: _____ **Phone:** _____

Presenter: _____ **Title:** _____

Course title: _____

Course description: _____

Proposed Date: _____ **Day of Week:** _____ **Number of Sessions:** _____

Start time: _____ **End time:** _____ **Maximum Enrollment:** _____ **Fees: \$** _____

LOCATION REQUEST: (n/c = no charge)

<input type="checkbox"/>	Reeve Union (up to 40 people)	N/C	<input type="checkbox"/>	Oshkosh Library	\$20 hr
<input type="checkbox"/>	Reeve Union (60-100 people)	\$27	<input type="checkbox"/>	Neenah Library	N/C
<input type="checkbox"/>	Evergreen (up to 100 people)	N/C	<input type="checkbox"/>	Menasha Library	N/C
<input type="checkbox"/>	FVTC - Oshkosh (up to 80 people)	N/C	<input type="checkbox"/>	Oshkosh Sr Center	
<input type="checkbox"/>	Other _____		<input type="checkbox"/>	Coughlin Bldg (up to 150 people)	N/C

AUDIO VISUAL EQUIPMENT REQUEST:

Select as many as will be used. Please keep in mind that Reeve Union has a charge for each AV piece of equipment requested.

<input checked="" type="checkbox"/> Microphone <input type="checkbox"/> lapel <input type="checkbox"/> hand held <input type="checkbox"/> LIR owned	<input type="checkbox"/> Laptop	<input type="checkbox"/> CD / Cassette Player
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Flip Chart w/ Easel
<input type="checkbox"/> VCR/DVD Player	<input type="checkbox"/> Overhead Screen	<input type="checkbox"/> Podium
	<input type="checkbox"/> Slide projector	<input type="checkbox"/> Other _____

COURSE FORMAT: Lecture Study Group Panel discussion

ROOM SET-UP: Tables in square Theatre Style (chairs in rows, no tables)
 Chairs in circle (no tables) Classroom style (chairs in rows in tables)
 Tables in U-shape Other: _____

Would you like a greeter? yes no Do you have handouts that need to be duplicated? yes no

Can handouts or other course information be available online to our members? yes no

**Complete entire form and return to Curriculum Chair or Office of Continuing Education and Extension,
Attn:LIR at 800 Algoma Blvd., D345, Oshkosh, WI 54901 Fax: 920-424-1803**