



Tennessee State University
University Counseling Center

EVENT, OUTREACH, or COLLABORATION REQUEST

Please complete and submit this form to request a Counseling Center staff member(s) for an event. If needed, a staff member will schedule a time to further discuss the event with you and determine how we can support the activity. We request this completed form at least **three weeks in advance**, however we greatly appreciate additional notice. Submission of the form with advance notice allows time to meet and review your request, clarify the Counseling Center's role in the event and identify the staff member that will be present (if applicable).

Name of person submitting request:

Contact information (phone and e-mail):

Entity/Organization/Department Name:

Date, Time and Location of the Event:

Summary of the event:

Target audience for the event and anticipated number of participants:

Specific activities for which the University Counseling Center is being asked to participate:

Length of presentation, if being requested of the University Counseling Center staff:

Impact of the event: What do you hope to provide others by participating in this event? What changes, if any, would occur because of this event?

Please submit requests **at least three weeks in advance** to collaborate for an event or to have a presence from the University Counseling Center. Adequate notice assists staff in planning participation in outreach events while still providing regular services and programming offered by the University Counseling Center.

For University Counseling Center staff only:
Date received: Form received by:

Please return completed forms to counseling@tnstate.edu