

# MCIC School Workshop Booking Form



Contact Name:

Contact E-mail:

School Name:	<input type="text"/>	School Phone:	<input type="text"/>
School Address:	<input type="text"/>		
Directions for Parking?	<input type="text"/>		

**Workshop Theme:** MCIC can deliver a workshop on one of the following themes. (Please select)

**We can also tailor a workshop for your needs.**

Please describe the workshop you would like us to deliver:

Preferred dates:

Preferred times:

Confirmed date:

Confirmed time:

Grade Level:

Subject:

Number of students\*:

Note: For some workshops we can accommodate large groups of students, while for others we prefer one class. If we feel the group is too large, we may prefer to do the workshop twice.

<b>Workshop Space:</b> <input type="text"/>	<b>Equipment:</b> We usually use the following equipment. If it is not available at the school, we can bring it from our office. Please check what is available: <input type="checkbox"/> LCD projector, laptop and speakers OR smartboard <input type="checkbox"/> Screen or white wall <input type="checkbox"/> Whiteboard, chalkboard OR flipchart and markers
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**Additional Notes:**

**Donation:** MCIC has a suggested donation of \$50 per workshop. This helps cover our staffing, materials and transportation costs. However, we want our workshops to be accessible, and it is not required. We don't turn schools away for lack of funds.

Donation Amount:

Cheques can be made out to MCIC

**Please return this form by e-mail to [youth@mcic.ca](mailto:youth@mcic.ca) or fax to (204) 956-0031.** We will respond as soon as possible to let you know if you can accommodate your request. For more information, contact the Youth Engagement staff at (204) 987-6420.