



# Professional Development Programs & Products

## Course Host Request Information

PDP receives frequent requests for courses to be held in various facilities and/or areas of the country. If you are interested in hosting a course at your facility, please read the enclosed information to determine whether Hosting a course is for you.

### Workshop administration requirements:

- Adequate numbers of professionals in the area interested in attending the continuing education event being requested. Generally speaking, courses need a minimum paid attendance of 30 participants in order to meet expenses.
- An available facility that can accommodate 50-60 participants in an environment conducive to learning. Many PDP courses require 'state of the art' audio-visual technology, but in a few cases, standard AV equipment is necessary.
- Catering/refreshment options. Facilities nearby for participants to get an economical lunch in an efficient time frame.
- An area with easily accessible, economic lodging options.
- A committed contact person. At least one agency staff person needs to be willing and available to seek and provide critical information to PDP with respect to various aspects of planning, e.g. best time of year for the requested course, mailing lists and advertising options, above requirements.

### Benefits to Hosting your own course

- In return for assistance with the above requirements and for assistance at the course, you will receive one free registration for every 15 paid attendances.

### Proceed

If your agency accepts the above terms and conditions and wishes to proceed with arranging for a course, please complete the 'Host Request Form' and return it to PDP for further considerations.

## Course Host Request Form

Contact \_\_\_\_\_

Estimated costs of Lodging \_\_\_\_\_

Phone # \_\_\_\_\_

Refreshments \_\_\_\_\_

E-mail \_\_\_\_\_

AV equipment \_\_\_\_\_

Agency/Facility \_\_\_\_\_

What kind of space do you have available for the course?  
\_\_\_\_\_

Address \_\_\_\_\_

How many does it hold set up as a classroom?  
\_\_\_\_\_

Phone # \_\_\_\_\_

Are there association mailing lists that you can provide?

Fax # \_\_\_\_\_

How many addresses? \_\_\_\_\_

Course preference \_\_\_\_\_

What other strategies might be used to spread the word about the course?  
\_\_\_\_\_

Alternative \_\_\_\_\_

How will you be able to promote the course? \_\_\_\_\_

Number of interested professionals you expect would attend? \_\_\_\_\_

Best dates for this course? \_\_\_\_\_

Have you checked for other events in your area around that time? \_\_\_\_\_

Submit this form to:

Professional Development Programs  
Attn: Cindy LaCrosse  
1675 Greeley Street South, Suite 101  
Stillwater, MN 55082  
Phone: 877-439-8865 or 651-439-8865  
Fax: 877-259-5906 or 651-439-0421  
Email: cindy@pdppro.com