



*The Center for Professional Excellence*

## SCHEDULING REQUEST FORM

### **IMPORTANT NOTE**

All program requests should be submitted to the [CPE mailbox](#) more than 10 calendar days — but less than a calendar year — from the date of request.

Any exceptions must be approved by The Center for Professional Excellence.

No program requests will be advertised on CPE website until approved.

### **Program Details:**

**Date of request:**

**Contact person for program details:**

- **Contact phone:**
  
- **Contact email:**

**Title of program:**

**Program Date (s):**

- **Additional Dates:**

**Number of expected participants — including facilitators:**  0-7  8-11  12-20

**Program objectives (s):** *(what is to be taught or done by participants, resources used to achieve program objective, and end product expected):*

**\*Duration of Event:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**\*See FAQs for space limits**

**Space preference:**  Classroom  Conference Room

**Additional details and/or questions:**

**EMAIL COMPLETED REQUEST FORM TO CPE MAILBOX AT [THECPE@WINTHROP.EDU](mailto:THECPE@WINTHROP.EDU)**

**ALLOW 1-3 CALENDAR DAYS FOR PROGRAM REQUEST APPROVAL.**

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