Top of Form

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| Cocoa Event Request Form  Thank you for contacting the Center for Health and Counseling. We are more than happy to provide you with various mental health-related resources, workshops and services.  Please complete the following **Cocoa Event Request Form** so that we can understand the support, services, and resources you (and your organization) may need.  **Note: All requests must be submitted at least 1 week in advance, and we cannot guarantee that we will be able to accommodate your request.**   *If you have additional questions or concerns, please contact us at maddiemoore@creighton.edu or (402) 280-2735.*  Basic Information  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Organization, Class, Res Hall etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Event (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Anticipated Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Audience Description  Who is your audience? (check all that apply)  ( ) Undergraduates  ( ) Professional / Graduate Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ( ) Alumni  ( ) CU Faculty / Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date & Time of Cocoa Visit Cocoa is available for events between 8am – 7pm, Monday through Thursday, but exceptions are sometimes made depending on event and availability. Please provide us with **two days AND times** during which you would like Cocoa to visit your organization. Visit duration is 1 hour.  Requested Options   1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Event Location  Please provide us with the building, room number or space information on where Cocoa will be making a visit (i.e. Creighton Hall 201, Kiewit Residence Hall, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Purpose of Event Please describe the capacity in which Cocoa, the Therapy Dog, will fulfill the needs and purpose of your event.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cocoa’s Chaperone  Do you request the presence of a counselor / therapist? Or can Cocoa’s handler, a student worker / volunteer, bring her?  ( ) Request counselor / therapist  ( ) Student handler / volunteer is fine  Promotion of Event How do you plan to promote this event? *\*We request that you promote Cocoa’s visit within one week of the event.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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Bottom of Form

Top of Form

Bottom of Form