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| Cocoa Event Request FormThank 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 InformationName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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 VisitCocoa 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 Options1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event LocationPlease 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 EventPlease describe the capacity in which Cocoa, the Therapy Dog, will fulfill the needs and purpose of your event.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cocoa’s ChaperoneDo 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 finePromotion of EventHow 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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