



Learning in Retirement Course or Fee-Based Activity Proposal Form



Course title: _____

Date(s): _____ Day of Week: _____ Number of Sessions: _____

Coordinator: _____ Phone: _____

Presenter: _____ Title: _____

Course description:

Start time: _____ am pm End time: _____ am pm Maximum Enrollment: _____ Ticket or Meal Fee: \$ _____

LOCATION REQUEST: (N/C = no charge)

**Please select 1st and 2nd choices*

<input type="checkbox"/>	Oshkosh Library	N/C	<input type="checkbox"/>	Alumni Welcome Center	\$25+
<input type="checkbox"/>	County Extension -Coughlin Bldg	N/C	<input type="checkbox"/>	Park View Health Center	N/C
<input type="checkbox"/>	Evergreen Retirement Community	N/C	<input type="checkbox"/>	Reeve Union (up to 40 people)	N/C
<input type="checkbox"/>	FVTC - Oshkosh (up to 80 people)	N/C	<input type="checkbox"/>	Reeve Union (over 60 people)	\$35+
<input type="checkbox"/>	Lutheran Homes of Oshkosh	N/C			
<input type="checkbox"/>	Other –				

AUDIO VISUAL EQUIPMENT REQUEST:

Select as many as will be used. Please keep in mind that Reeve Union has a charge for each AV piece of equipment requested.

<input checked="" type="checkbox"/> Microphone	<input type="checkbox"/> Laptop	<input type="checkbox"/> CD / Cassette Player
<input type="checkbox"/> Lapel <input type="checkbox"/> Handheld	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Flip Chart with Easel
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Overhead Screen	<input type="checkbox"/> Podium
<input type="checkbox"/> VCR/DVD Player	<input type="checkbox"/> Slide projector	<input type="checkbox"/> Other _____

COURSE FORMAT: Lecture Study Group Panel discussion

ROOM SET-UP: Tables in Square Theatre Style (chairs in rows, no tables)
 Chairs in Circle (no tables) Classroom Style (chairs in rows in tables)
 Tables in U-shape Other: _____

Do you need tech assistance? yes no Do you have handouts that need to be duplicated? yes no

Can handouts or other course information be available online to our members? yes no

**Complete entire form and return to Curriculum Chair or Learning in Retirement / Lincoln Hall,
University of Wisconsin Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901 Fax: 920-424-1803**