



Office of Scholarships and Financial Aid

601 S. College Road • Wilmington, NC 28403 • Federal School Code: 002984

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Outreach Request Form

To request a speaker or exhibitor for your event, return a completed Outreach Request Form no more than *five (5)* months and no less than *two (2)* weeks prior to the event.

SECTION I – Event Logistics

Event Name: _____

Event Date: _____ Event Time: From: _____ To: _____
MM/DD/YYYY a.m. p.m. a.m. p.m.

Event Location: _____
Street Address Building/Room Number
City: _____ State: _____ ZIP: _____

Event Contact: First Name: _____ Last Name: _____
Title: _____ Organization: _____
Area Code & Phone Number & Extension Email Address (required)

SECTION II – Event Profile

Type of Event: (select one) College Fair Presentation
 Workshop Other: _____

Presentation Options: (select one)
 The Financial Aid Process FAFSA Completion Workshop
 College Awareness (students) College Awareness (parents)
 Other: _____

Anticipated Number of Attendees: Under 20 21-30 31-50 Other: _____

Audience (select as many as apply):

Freshmen Junior Parents Professionals/Educators
 Sophomores Seniors Adult learners Middle/Elementary School
 Other: _____