

RFABC COURSE HOST REQUEST FORM

If you are interested in hosting an RFABC Course, please ensure you can follow through on all the criteria found [here](#). Then, please fill out the following form and email it to education@rfabc.com.

Host Contact Name:

Host Contact Phone #:

Host Contact Email:

Host Facility Name:

Host Facility Address:

Requested Course(s):

Course Date(s): *Leave blank if no preference.*

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Additional Information:

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|---|-----|----|
| Can you provide a meeting room to accommodate 15-20 students? | Yes | No |
| Can you provide an LCD Projector with screen or SMART TV? | Yes | No |
| Can you provide a whiteboard or flip chart and markers? | Yes | No |
| Will you be able to set up the classroom prior to the course start? | Yes | No |
| Are there food services at or near your facility: | Yes | No |



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PLEASE SIGN AND DATE

**Host Contact Name
(Printed)**

Host Signature

Date

Please Note: Courses will be taught strategically throughout the province of B.C. Some have additional requirements to host. We thank everyone for their submission, but we cannot guarantee all requests for courses will be met.

Deadline to Submit Request form is July 31st.

**TO SUBMIT REQUEST, SAVE AND EMAIL FORM TO:
education@rfabc.com**