

VIRTUS - Protecting God's Children Hosting VIRTUS Training Session Form

(Please print in blue or black ink only)

Date requested

Starting time

(Sessions average 2.5 hours in length)

Contact Information:

Name Title

Parish/School

City Phone Fax

Email Address

Facility Information:

Name of room session will be held in

Maximum capacity of room

Room should be set up with tables and chairs facing the screen.

Equipment Required: DVD Player (stand alone) Large screen or TV Sound system

Simple refreshments are expected at each session. Please provide coffee, tea, water, cookies, etc.

Note:

There will be no admission 10 minutes after the session begins.

The session is subject to cancellation if there are less than eight (8) people registered 24 hours before the session.

Any cancellation notice will be through email.

Someone must be present one hour before the session starts to let in the presenters and at the end of the session to close/lock the room.

Name of that person Cell Phone Number

Where the presenter should meet this person

Signature

Date

Office use only

Approved

Facilitator