



**DCPS Event/Training Form**  
**Schultz Center for Teaching and Leadership**

Telephone: (904) 348-5757

Fax: (904) 348-5761

Please complete one form per event scheduled.

Individuals who require reasonable accommodations in order to participate must notify the Schultz Center at least 5 working days prior to the scheduled event. The Schultz Center will send an Event Contract to be signed and returned to complete the reservation process. **A request form will only be processed once every highlighted space is properly filled out.**

<b>FOR SCHULTZ OFFICE USE ONLY:</b> Event #: _____
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**Department Name:** \_\_\_\_\_ **Contact E-mail:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Set-up Time:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ **End Time:** \_\_\_\_\_  
 (Please check one)

**Event:** \_\_\_\_\_ **Training:** \_\_\_\_\_ **Name of Event/Training:** \_\_\_\_\_

**Audiovisual Needs:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

<b>Seating Style:</b> Theatre (Chairs only in rows) _____	Classroom (Tables & Chairs in rows) _____	Banquet (Round tables) _____
Board Room: _____	Other _____	(Please be as detailed as possible)
* Gentry Hall & 162/163 are standard banquet style. All other rooms are standard classroom style.		

**General Comments:** \_\_\_\_\_

Catering Services: Yes: _____ No: _____ All catering must be arranged through ARAMARK Food Services, Inc. Please contact Catering Manager Theo Kouremetis, at (904) 348-5767, cell: (904) 759-1999 and/or pager: (904) 967-3382.
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**\*Please use this portion of the form to place your professional development training on the Schultz Center's Registration System, as mandated by DCPS. This section is NOT for general meetings.\***

<b>Course Title:</b>				
<b>Course Description:</b>	(This box will expand as you type.)			
<b>Curriculum Category:</b> "X" all that apply:	<input type="checkbox"/>	Art	<input type="checkbox"/>	Mathematics
	<input type="checkbox"/>	Consumer Science	<input type="checkbox"/>	Music
	<input type="checkbox"/>	Duval District Initiatives	<input type="checkbox"/>	New Teacher Training
	<input type="checkbox"/>	ESE	<input type="checkbox"/>	Reading/Literacy
	<input type="checkbox"/>	ESOL	<input type="checkbox"/>	Science
	<input type="checkbox"/>	Guidance	<input type="checkbox"/>	Social Studies
	<input type="checkbox"/>	Health and P.E.	<input type="checkbox"/>	Teaching Strategies
	<input type="checkbox"/>	Leadership	<input type="checkbox"/>	Technology/Data Analysis
	<input type="checkbox"/>	World Languages	<input type="checkbox"/>	
<b>Points:</b>		<b>Number of Seats:</b>		
<b>Registration Start Date:</b>		<b>Minimum Number of Seats:</b>		
<b>Registration Close Date:</b>		<b>Location:</b>		
<b>Course Meeting Dates and times:</b> (Please list each date that the class will meet – Press TAB to add another row if needed.)	<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>	
<b>Target Audience:</b>				
<b>Registrant Notes:</b>	(Add any additional information that your registrants need to know)			
<b>Instructor:</b>				