Seminar Request Form

To request a training, complete the fields in the Site Contact section of this request form and send it as an email attachment to: Seminarrequest@rfl.com

- ▪ **Please provide 60 days' notice for Mental Health First Aid trainings**
- ▪ **Please provide 45 days' notice for Legal and Financial training requests**
- ▪ **Please provide 30 days' notice for all other training requests**

Site Contact

Plan Sponsor (Customer Name):	
Business Unit\Segment Name:	
Training Topic and Course #:	
Delivery Method:	
Date requested for training:	
Preferred Start Time & Time Zone:	
Anticipated # of attendees:	
Site person contact name:	
Site contact phone:	
Site contact email address:	
Training Delivery Address: *Provide physical address even if delivery method is virtual* (Address, city, state, zip code)	
Background/group demographics This field can also be used to provide any additional information including alternate dates and times. If a webinar, choose your hosting preference from the dropdown.	

Training Coordinator Use Only

Auth #:		Contact Tracking #:	
Travel #:		Date\Time Request Rec'd:	
Name:	Number:	Date: Time: LM:	MQ
Name:	Number:	Date: Time: LM:	MQ
Request Rec'd Sent:	Confirmation Sent:	Invite/Materials Sent:	