



OVWA Training & Speaker Request Form

Please print clearly and submit to info@ovwa.org

1. Please provide **30 days notice** to process all training requests. You will be notified by OVWA staff of the receipt of your request.
2. Submit completed form to info@ovwa.org.
3. Advance notice of cancellation is required no later than three days prior to the event.
4. Please complete the form to schedule a crime victim related training. If you have questions, please contact info@ovwa.org or call (614) 787-9000.

EVENT DATE: _____

EVENT TIME: _____

REQUESTED LENGTH OF PRESENTATION: _____

ORGANIZATION/AGENCY NAME:

ORGANIZATION/AGENCY ADDRESS:

PHYSICAL ADDRESS OF TRAINING LOCATION:

CONTACT PERSON: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

REQUESTED PRESENTATION TOPIC:

NUMBER OF ATTENDEES: _____

LAPTOP AND PROJECTOR AVAILABLE? YES NO

HANDOUTS PROVIDED BY SPONSOR? YES NO