

**China Institute Outreach Workshops
PRE-WORKSHOP INFORMATION REQUEST FORM**



Name of School	
Address	
Requested Workshop Date(s) & Time(s) (Dates should be at least two weeks prior to the workshop date)	
Requested Workshop Theme/Subject	

Thank you for participating in China Institute's Outreach Workshop Program. To help our workshop teachers prepare for their lessons, please answer the following questions:

1. Primary Contact Person from the School for Workshop-Related Questions

Name		
Title		
Email		
Will this contact person be present at the school while the workshop is taking place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. About the Students

How many students will be participating in the workshop?	
What are the age(s) of the students?	
How many students are native Chinese speakers?	
How many students are studying Chinese language?	

3. Classroom Setting

Please describe the size and floor plan of the classroom, which we will be using. How many tables and chairs are in the classroom? Are they movable?	
Is audio-visual equipment (i.e. for PowerPoint presentations or film screenings) available for our use? Is the equipment readily available in the classroom?	

4. About the Teachers

How many teachers from the school will be present at the workshop?	
What are the names of the teachers who will be present at the workshop?	
What has the class already studied about China? Do you have further lessons planned about China?	
Would you like us to try to relate the workshops to your curriculum?	
What would the students' teacher(s) most like to see us accomplish with the students?	

10. Additional Information – If there is something else we should know about, please tell us in the box below.

- China Institute and the School may terminate this contract by giving a written notice at least two weeks before the effective workshop start date
- Requests must be made at least two weeks in advance
- Payment must be completed before the workshop can be finalized. At least one week before the workshop date requested.
 - if workshop is cancelled 2 weeks before the scheduled workshop date, full refund will be issued
 - if workshop is cancelled 48 hours in advance an 80% refund will be issued
 - if workshop is cancelled 24 hours in advance no refund will be issued
- All Workshops will be confirmed upon the match of class availability with the availability of the instructor
- If the Workshop needs to be cancelled by China Institute the school will be offered a chance to reschedule, if that is not a possibility a full refund will be offered
- Classroom Teachers are required to be present at all times during the workshop.

FOR OFFICE USE ONLY

Type of School: Public \$120 Private \$200 Title 1 (Free for the 1st 25 workshops)

Payment Information: Credit Check

Credit Card Info:

Type: VISA DISCOVER AMERICAN EXPRESS MASTER CARD

Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Zip Code: _____