



# Course Host Application

If you are interested in hosting an RFP Course, please fill out the following form and email it to [office@aarfp.com](mailto:office@aarfp.com). We thank everyone for their submission, but we cannot guarantee all requests for courses will be met.

Host Contact Name: \_\_\_\_\_

Host Contact Phone Number: \_\_\_\_\_

Host Contact Email: \_\_\_\_\_

Requested Course Name:

Requested Course Dates:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

Host Facility Name(s): \_\_\_\_\_

\_\_\_\_\_

Address(es) of Host Facility (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended Hotels in the Area: \_\_\_\_\_

### Additional Information:

Will you be able to supply coffee/water or snacks?  Yes  No

Will you be able to provide a whiteboard or flipchart and markers?  Yes  No

Will you be able to provide an LCD Projector?  Yes  No

Is there a secondary contact available in the event the host contact is unavailable throughout the course? (Please provide name and contact information):



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Secondary Contact Name: \_\_\_\_\_

Secondary Contact Phone Number: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

Materials will be shipped directly to the facility. Please provide the following information to ship the course materials:

Shipping information is the same as above

If the shipping information is different, please complete the following:

Contact Name: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

City/To: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Main contacts phone #: \_\_\_\_\_

Main contacts email: \_\_\_\_\_

Any other delivery information for Fedex: \_\_\_\_\_

On behalf of the community of \_\_\_\_\_, I, \_\_\_\_\_, agree to the above terms and conditions, **should** my community be selected as a successful host for the courses listed above.

\_\_\_\_\_  
Host Name (Printed)

\_\_\_\_\_  
Host Signature

\_\_\_\_\_  
Date

Please Note: Courses will be taught strategically throughout the province of Alberta. Some have requirements to host a Level II. If you have any questions, please email [office@aarfp.com](mailto:office@aarfp.com). We thank everyone for their submission, but we cannot guarantee all requests for courses will be met.