

## Thanks for requesting a workshop! (Residence Life)

We receive a many requests for presentations and we usually handle all of them. We enjoy doing presentations of all kinds and work hard at being effective.

***We have a fundamental belief that RAs have an incomparably valuable and tough job, and we want to support your important role.***

**We offer these comments with hopes that you will create a very successful event.**

### **1. We need an audience.**

With some requests, we arrived to find no attendees -- or just one or two persons attend. That's a problem because we pay our counselors, graduate students, and/or peer educators to show-up, present, and be very prepared.

### **2. We want to provide a service based on what your audience wants and expects.**

We expect that you will use surveys, ballots, and discussions to see what your participants want to learn about and discuss. We understand that with substance abuse and related issues... this often takes some creativity. We are always willing to help with ideas, or accommodate yours!

Here are a few *ideas*:

- Alcohol and fitness
- Creative ways to decrease your substance use
- Alcohol and it's relation to weight management
- The relationship between alcohol and depression/anxiety
- Protecting yourself from predatory drugs
- Alcohol, relationships, and sexual functioning
- What is the science behind cocaine? Why is it physically and emotionally harmful to users?

**It can be tricky to fill a room for a presentation on substance abuse. Here are some tips.**

- Combine workshop requests with other energetic and creative RAs
- Ask residents about *alcohol and other drug* topics that interest them

***Bottom line: We WANT to do workshops and help you in any way we can.***

**So, when requesting a presentation, make sure you...**

- Let us know how your residents took part in selecting the topic.**
- Explain how you are marketing this event.**

Complete the request form and we will contact you ASAP!

By the way, when it comes to **reducing problem substance use among college populations...** We are often asked to collect specific info on what other schools (or residence halls) find effective. We offer this type of info to various CofC departments. We'll do the same for you!

# Presentation request

## Residence Life

*(For issues related to substance abuse)*

Completed requests must be received at least 2 weeks prior to the event

Return to: Colin Meara, GA (Counseling and Substance Abuse Services)  
Email: [MearaC@cofc.edu](mailto:MearaC@cofc.edu) Telephone: 953-5640  
Fax: 953-8283

1. Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

2. Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Name of your group/audience: \_\_\_\_\_

4. Expected number of participants: \_\_\_\_\_ (age range: \_\_\_\_\_ to \_\_\_\_\_)

5. Location: \_\_\_\_\_

6. Date and time of event: \_\_\_/\_\_\_/2006, \_\_\_\_\_ to \_\_\_\_\_  AM  PM

7. How and when will the presentation be advertised?

8. Are any participants required to attend?  Yes  No

If yes, why?

9. How did the expected audience participate in selecting the topic?

**10. What would you like us to discuss? (Please be specific)**

11. What would you like the audience to know or do as a result of the presentation?

12. What would you like us to keep in mind about your group?

15. Is there a particular style or format you would like us use (PowerPoint, discussion, activity, etc.)?