

Bureau Course Request Form (Non-BHR)

Bureau: _____ *Main Contact: _____ Target Audience: _____

Citywide or Internal: _____, if no information provided, course will be available citywide.

Course specific information:

*Course Name: _____ Instructor: _____ *Location: _____

*Room: _____ *Course Date: _____ *Course Start Time: _____

*Course End Time: _____ * Minimum Capacity of Attendees: _____

*Maximum Capacity of Attendees: _____

Number of Sessions (if more than one day): _____, if no information provided, course will be set up as one sessions

Marketing: _____, if no information provided, course will not be marketed. If marketing requested, course description and any other information bureau wishes to add, must be attached.

*Course Description: Enter Course Description

*Required fields in order for course to be entered into CityLearner.

Charlie Hales, Mayor

We are an equal opportunity employer

Please notify the City of Portland of the need for ADA accommodations no less than five (5) days prior to any City-sponsored event by contacting the Bureau of Human Resources at 503-823-3572 or the City's TTY at 503-823-6868.

