



## On Demand Request Form

Please fill out the form and email it to [legalinquiries@nhmunicipal.org](mailto:legalinquiries@nhmunicipal.org)

Today's Date:

Name and Tel # of Person Completing this Form:

Municipality/Group asking for training:

Estimated number of Attendees

NHMA has blackout dates where staff is unable to provide training. The month of our Annual Conference and one month surrounding regular annual workshops (Budget and Finance, Land Use, Right-to-Know, etc.).

Please choose the type of presentation from the dropdown menu:

Subject of Training:

Date and time you are interested in having the training. Start time no earlier than 9:30am and no later than 7:00pm.

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

3<sup>rd</sup> Choice

Date:

Time:

Invoicing Contact name and email address:

Contact Person & email address:

Street address to facility for training (if in-person):

Mailing Address if different

A/V Equipment available (Screen, projector, HDMI Connector, etc)

Room set up (Classroom style with head table preferred)

Additional notes or comments