TEXAS TECH UNIVERSITY
Office *of the* Provost
Student Life™

Program Request Terms & Conditions

RISE offers a variety of educational workshops, resource tables, and programs to encourage students to live their most vital, meaningful lives through comprehensive prevention education here at Texas Tech. Through interactions with TTU faculty, staff, and students, we aspire to create a community on campus that values holistic wellbeing and education.

The following terms & conditions ensure that our team of RISE Peer Educators and Professional Staff can accommodate as many programming requests as possible while still valuing the health and wellness of our team.

By approving your request for a specific program, RISE will uphold the following:

- RISE will approve your request within 3 business days.
- RISE will reach out to the requestor if there are issues with the preferences indicated in the form and work to find a solution that fits the needs of both the RISE office and the requestor.
- RISE will ensure that the requester receives a reminder/confirmation email 7 days in advance of the requested workshop, presentation, or tabling.
- RISE will confirm that each program is staffed appropriately based on staff availability.
- RISE can provide a laptop and HDMI cord if needed **only** if it has been listed in the form or an email has been sent to the RISE Program Manager within 24 hours of the program. Otherwise, RISE staff will assume the location is equipped with full A/V capabilities and a laptop.

By signing this form, you are agreeing to the following:

- The requestor must submit the form **at least 2 weeks in advance**.

- Requestors must dedicate the full class period to allow a RISE member to thoroughly explain the material within the presentation and allow time for questions and/or support if needed.
- Requestors must immediately notify the RISE Program Manager if any changes are made to the date, time, attendance, and location of the program.
- Requestors must provide a cell phone or reliable contact number to ensure efficient communication the day of the requested program.
- If the requestor does not inform RISE of any changes, RISE staff will wait at the provided location for 15 minutes after the scheduled start time. If there is no one present, or the location has been changed without notification, RISE staff reserves the right to leave, and the requestor is responsible for rescheduling.
- Requestors will ensure that the location is equipped with A/V equipment and a computer that can be logged into. If the room is not equipped, or RISE must bring a laptop or any other technology pieces, such as an HDMI cord, the requestor must email the RISE Program Manager as soon as possible or have listed it in the request form.
- Unless noted otherwise, requestors are responsible for ensuring that a professor, teaching assistant (TA), or other instructor is present during the presentation to provide access to the room, confirm the functionality of A/V equipment, and oversee the class.
- With **prior notice**, RISE can facilitate a presentation without an instructor present. This is a great opportunity for instructors who will be out of town for conferences or other personal obligations. The department's designated presenter will act as a “stand-in” instructor and can take class attendance using a sign-in sheet. It is the instructor’s responsibility to inform their class that they will be absent on the day that RISE will be giving a presentation. For any concerns or questions, please contact the RISE Program Manager.

We look forward to working with you! If you have any questions or concerns, please

reach out to RISE Program Manager of Outreach & Peer Education, Jorgann Holgersen, at jorgann.l.holgersen@ttu.edu or (806) 834-3634, or email RISE at RISE@ttu.edu with general questions.