# Request for Program Listing

Please use the form below to describe the program and/or event that you would like to have listed on our website. Note that we only post public programs that bring visibility to the therapeutic value of the arts. Submission does not guarantee that your listing will be published on our website or included in our newsletter. Policy for potential newsletter inclusion: submissions must be received no later than five business days prior to deployment to be considered. Please email us to inquire about deadlines. AH News goes out once or twice a month, and distribution dates vary from month-to-month.

Please submit your form, along with the program logo, imagery, and instructor headshot, if applicable, to info@uclartsandhealing.org. Please label your document the same as the subject header of your email message: Request for Program Listing: NAME OF YOUR PROGRAM. We prefer that questions be sent to us via email; however, you may also call (310) 452-1439.

Thank you!

1. Program/Event Title:

2. Program START and END Date(s) (e.g., Friday, 11/4/13): If the program is ongoing, please specify this and list the START date.

3. Program Sponsor(s): Unless we are collaborating in some way with this program, we require that sponsors be nonprofit organizations.

4. Main Program Sponsor's URL: Unless we are collaborating in some way with this program, we require that sponsors be nonprofit organizations.

5. Instructor/Presenter(s) Bio:  Please make your bio as academically oriented as possible.

6. Program Details: This is the program description that aims to inspire the reader to attend your program. Please describe what participants will experience and learn, as well as what activities participants will be doing throughout the program. Is there a schedule? Presenter list?

7. Are there any testimonials from previous participants that you would like listed?

8. Program Time:

9. Program Venue: Please include street address, including zip code.

10. Program Venue Directions and Parking Info: Please include a link to a map.

11. Program Fee:

12. CEU Info: Are CEUs being offered? If so, how many units are given for the course and are they included in the program fee? If not included, what is the additional CEU fee? List CEU contact person for participant questions. UCLArts and Healing can provide CEUs for MFTs, LCSWs, and RNs. Please let us know if you need us to do that, so we can make arrangements with you in advance.

13. Registration Instructions: Is pre-registration required? How do you register?

14. Contact info for more information:

15. Any other important info to note (i.e., participant max, etc):

16. Please attach a headshot, if relevant. If you plan to attach a headshot, please make your headshot as professional looking as possible. It doesn't have to be formal (snapshots from your phone are fine) and it can be artistic, but it shouldn't be too glamorous looking. [Optional: feel free to attach any other relevant images, such as individual photos of yourself in action or photos of you working with others.]

Thank you for your submission!