



National Latino Institute for Family Enrichment

Enriching lives with the message of hope and the wisdom of Scripture

Request for services from NLIFE, Inc.

Today's Date: _____

Name of authorized representative: _____

Name of Organization / Ministry: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Proposed date (s) of Event: _____ to _____

Name of event: _____

Number of attendees expected: _____ Age group: _____

Type of Event:

- Conference Retreat Service Congress
- Discussion Panel Other (please specify): _____

Will you charge a registration fee? YES NO

Topic (Please indicate the topic to cover and allow 90 minutes minimum per topic):

- Communication Finances Parenting Theology of Family
- Sexuality Ministry Social Media Career and vocation

Available Equipment (please indicate the availability at location):

- Power point projector Screen Whiteboard Lapel Microphone

Additional Details (please provide any additional information you would want NLIFE, Inc. to consider in preparation for your event):



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Important Information

NLIFE, Inc. is committed to providing excellent marriage and family life education to its constituency and our goal is to partner with your organization in addressing the needs of your community.

Event Planning:

When planning your event, we recommend you consider the following:

- Identify similar interests, challenges, questions, and life-stage among members and create group(s) accordingly.
- Be sensitive to members in unique situations and include their needs.
- Designate a location/space that is suitable for your event and for achieving the goals of your group. We may request re-configuration of seating to promote full outcomes.
- Inform your attendees to dress comfortably, to bring a pen and a writing pad for notes, and to not bring children to the event (unless your organization is providing daycare services).

Signature of Authorized Representative

Date