



**MASSAGE THERAPY/ESTHETICS SERVICES REQUEST FORM**

This form is to be filled out by any organization requesting the services of Eastern Virginia Career College students for a community event. This form must be filled out and returned at least **6 weeks** in advance of the event and accompanied by a letter on the organization's letterhead explaining your request in greater detail.

I am requesting:  Medical Massage Therapy students  Esthetics students  
For:  Chair massage  Clothed table massage  Hand massage  Other  
*(Please explain in letter)*

Please supply the following information so we may evaluate your request:

Name of organization:

Location of event:  
*(Please include address and whether event is indoors or outdoors)*

Purpose of event:

Date, start time, and length of event:  
*(Please also indicate student arrival time if much earlier/later than start time)*

Estimated # of attendees:

Approximate space available for student equipment:  
*( 4sq ft needed per student for chair massage)*

Please email or fax (540-373-4465) this form to either:  
Cisco Arnold, Director of Massage Therapy: [CArnold@evcc.edu](mailto:CArnold@evcc.edu)  
Jessica Burgos, Massage Therapy Instructor & Spa at Eastern Clinical Coordinator: [JBurgos@evcc.edu](mailto:JBurgos@evcc.edu)